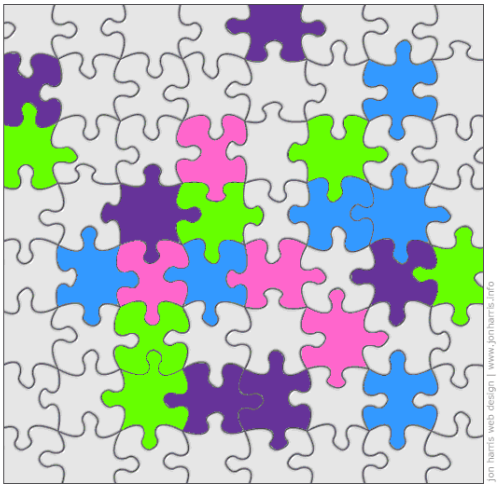
John Carroll University, Office of Student Activities

Student Organization Guide

2011—2012

How-to at JCU!



Student Organization: A group of students joined together in the pursuit of a common purpose.

Congratulations! Being a part of a student organization can provide a great opportunity for you to enhance your classroom learning and to develop your leadership skills outside of the classroom. You can integrate the experiences and knowledge of the classroom with everyday experiences of living and working in a society of people with various interests, ideas, and values.

This guide is meant to provide you with a place to go for reference in your journey working with your student organization. Whether you have been involved with organizations for a few years or this is your first experience, we hope you will use this guide as a starting point to get some of your questions answered and, most importantly, to help your organization achieve its goals.

This document has specific guidelines and instructions for organizations at JCU. Some of the general material in this guide was adapted from a manual created by the ACPA Commission for Student Involvement.

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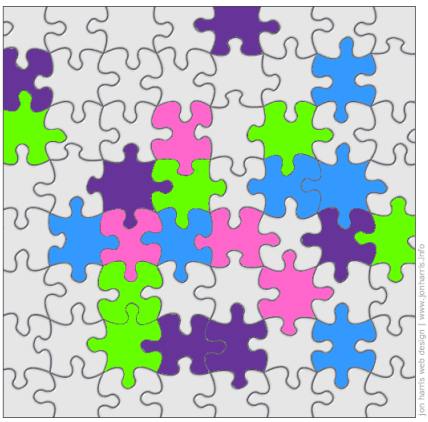
Student Organization Guide

"How-to at JCU"



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Student Organization Recognition

Recognition Criteria

In order to gain recognition, groups must meet the following criteria:

- The mission of the student organization must reflect the values and mission of John Carroll University.
- The services and activities offered by the organization must be directly related to the organization's mission and must comply with the policies and procedures of the Student Union, Office of Student Activities, and those in the JCU Community Standards Manual.
- The mission, services, and activities of the organization should be different from any other already-existing student organization.
- Each student organization must have an advisor who is a full-time member of the JCU faculty, staff, or administration.
- Each student organization must have active members and a solid leadership structure, including a president and financial officer.

Recognition Process for Student Organizations

In order to begin a new student organization and become recognized by the Student Union and Office of Student Activities, the following steps should be taken:

Obtain a Student Organization Guide, either in hard copy format from the Office of Student Activities or a downloadable version here: http://sites.jcu.edu/studentactivities/pages/student-organizations/

1. Complete the **Request for Student Organization Petition** form and submit to the Office of Student Activities. Approval of this form offers the organization privileges as outlined in the next section.
2. Hold organizational meetings with interested students prior to becoming fully recognized.
3. Select an advisor. Advisors must be full-time members of the JCU faculty, staff, or administration. Graduate assistants and resident ministers are not eligible.
4. Meet with the Student Union Coordinator for Organization Development and Communication to discuss the group's mission, possible activities, and benefits as a petitioning group in comparison to a recognized organization. Policies and procedures governing student organizations will be discussed at this time.
5. Complete and submit the **Application for Organization Recognition** to the Student Union Coordinator for Organization Development and Communication for review. This includes a mission statement, list of possible services/activities, officer list, membership list, and constitution. If affiliating with a non-John Carroll entity or national/parent group, the petitioning group also must submit information on that organization, including its constitution and bylaws. **The group needs to develop a membership with a minimum of ten (10) students.** Also, organizations need to develop officer positions, two of which must be a president and financial officer.
6. The application will be considered and should take no longer than a period of one (1) month to be processed, depending on how quickly paperwork is complete and accurate. Once the Student Organization Review Board (SORB) has reviewed the application, the group will be informed by the Vice President for Student Organizations if and when it becomes a recognized and registered organization. The appropriate account numbers will also be communicated to the group. Groups should not seek out approval signatures on their own.
7. Groups petitioning for recognition can only have petitioning status for **two months** when classes are in session. It is the responsibility of petitioning groups to complete all the requirements in a timely fashion. If a petitioning group loses its status or its request for recognition is denied, it must wait two weeks to re-apply for recognition.
8. Each newly recognized student organization must participate in an OrgSync training meeting. The president should contact the GA in the OSA, Angela Weimer at aweimer13@jcu.edu, to set up a time to be trained.

Student Organization Recognition

Recognition Process for Club Sports

Obtain a Student Organization Guide, either in hard copy format from the Office of Student Activities or a downloadable version from www.jcu.edu/organizations.

1. Complete the **Request for Student Organization Petition** form and submit to the Office of Student Activities. Approval of this form offers the organization privileges as outlined in the next section.

2. Hold organizational meetings with interested students prior to becoming fully recognized.

3. Select an advisor. Advisors must be full-time members of the JCU faculty, staff, or administration. Graduate assistants and resident ministers are not eligible.

4. Meet with the Student Union Coordinator for Organization Development and Communication to discuss the group's mission, possible activities, and benefits as a petitioning group in comparison to a recognized organization. Policies and procedures governing student organizations will be discussed at this time.

5. Complete and submit the **Application for Organization Recognition** to the Student Union Coordinator for Organization Development and Communication for review. This includes a mission statement, list of possible services/activities, officer list, membership list, and constitution. If affiliating with a non-John Carroll entity or national/parent group, the petitioning group also must submit information on that organization, including its constitution and bylaws. **The group needs to develop a membership with a minimum of ten (10) students.** Also, organizations need to develop officer positions, two of which must be a president and financial officer.

6. The application will be considered and should take no longer than a period of one (1) month to be processed. At the discretion of the Vice President for Student Organizations, exceptions may be made based on the level of student interest, number of active members, etc. Once the Student Organization Review Board (SORB) has reviewed the application, the group will be informed by the Vice President for Student Organizations if and when it becomes a recognized and registered organization. The appropriate account numbers will be communicated to the group as well. Groups should not seek out approval signatures on their own.

7. Groups petitioning for recognition can only have petitioning status for **two months** when classes are in session. It is the responsibility of petitioning groups to complete all the requirements in a timely fashion. If a petitioning group loses its status or its request for recognition is denied, it must wait two weeks to re-apply for recognition.

8. It is imperative for petitioning club sports to maintain contact and communication with the Recreation Department and Club Sports Council during the recognition process.

9. While club sports are funded by the Club Sports Council, they are still required to follow the student organization rules and regulations outlined in the Student Organization Guide.

10. Club Sports are exempt from attending general LSO meetings and leadership workshops.

11. Each newly recognized club sport must participate in an OrgSync training meeting. The president should contact the GA in the OSA, Angela Weimer at aweimer13@jcu.edu, to set up a time to be trained.

Privileges of Recognition

Privileges of a Petitioning Student Organization

After the **Request for Student Organization Petition** form has been submitted and approved by the Office of Student Activities, the group has the following privileges until the group becomes a registered and recognized student organization:

- Posting privileges, including the ability to submit items for the daily all-student e-mail.
- Opportunity to host a table at the annual Student Involvement Fair.

Privileges of a Registered and Recognized Student Organization

Once an organization has become registered and recognized by the Student Organization Review Board and Office of Student Activities, and renews its recognition status annually, it has the following privileges:

- Financial accounts. One is a savings account where dues/ fundraising money would be deposited, while the other is a LSO account that is used to house any funding awarded through the Student Organization Budget Board (SOBB) allocation process.
- Opportunity to request funding through the Student Organization Budget Board.
- Reservation and use of campus facilities (including off-site retreat facilities) and services.
- Reservation and use of the University Van Fleet (certified drivers only).
- Posting privileges, including the ability to submit items for the daily Inside JCU email.
- A web presence on the Orgsync homepage www.orgsync.com
- Ability for a student organization website to be housed on the University's web server.
- Opportunity for an organization e-mail account on the JCU domain.
- An organization mailbox in the Student Union office.
- Access to a number of leadership resources, including participation in the annual iLead program sponsored by the Office of Student Activities.
- Guidance and advising with organizational operations by the Vice President for Student Organizations, Student Organization Review Board, and the Office of Student Activities.

Organization Status

Maintaining Registered and Recognized Status

Once an organization is registered and recognized, it must update the student organization profile through the online OrgSync portal. This process is completed twice a year (September and January). Failure to complete the process by the deadline will result in the expiration of privileges and an organization status of "inactive." This process is required to be completed by all organizations in order to maintain the organization's recognition status and populate the public website. To learn more about OrgSync, please consult the section in this guide dedicated to that program.

Inactive Organizations

The status of student organizations that fail to complete the transition process by the required deadlines will turn to "inactive." Also, groups that do not maintain at least 10 members can also be placed in the inactive category. This means that all privileges of registered and recognized student organizations are no longer available, including facility reservations, posting privileges, and LSO funding. In order to return to active status again, the organization must submit a letter of intent signed by both the organization's president and advisor to the Vice President for Student Organizations requesting reinstatement. The organization will resume active status privileges one month after receipt of this information. If an inactive organization does not complete the reinstatement process within a calendar year of becoming inactive, the organization is moved to "disbanded" status.

Disbanded Organizations

In order for a disbanded organization to become a registered and recognized group again, it must complete the petitioning process as outlined in the recognition process section of this guide.

OrgSync!

Escape the paper!

What is Org Sync?

OrgSync is an online organization management system that is now available for all students and student leaders on campus. This new system provides a platform with more than 35 tools that helps student leaders more effectively lead and manage their student organizations.

Why should my org use it?

- To update your organization's profile each semester.
- To secure space for any event on campus.
- To complete forms required by the Office of Student Activities.

What can OrgSync do for me?

Create a Sustainable Organization

- Create an organization knowledge base to ease officer turnover and workload
- Store contact information to create lasting relationships with vendors and partners
- Build and host your public website using OrgSync's website builder
- Archive an unlimited amount of organization documents, pictures and videos.

Plan & Schedule Events

- Publish event details and involvement opportunities on the organization calendar
- Send out invites and track RSVPs to prepare for upcoming event.
- Track involvement hours and attendance for events and meetings.
- Allow members to share events within their Facebook news feeds.

OrgSync Solutions

Manage Organization and Memberships

- Maintain a web-based portal to centralize organization data and member records
- Delegate officer responsibilities and provide members with privileged-based access
- Maintain accurate, up-to-date member rosters and profile directories
- Market your organization online to increase awareness and participation

Communicate With Members

- Streamline communication between officers, members, alumni, and committees
- Send mass text messages for last minute reminders or changes to events
- Target information to members with messages, e-mails, and news posts
- Survey members to collect feedback via polls and discussion boards

How Do I Get Started?

1. Log-in to OrgSync.com
2. Click on Register in the right hand corner.
3. Click on Register next to John Carroll.
4. Create your account.
5. Click on Join an org.
6. Search for your organizations and Request to join by entering a reason and clicking submit.

If you're the organization president—

- Click on My orgs and select your organization.
- Click Tools and choose forms.
- Fill out the OrgSync administrator access form and await confirmation.

Who do I contact with questions?

E-mail: studentactivities@jcu.edu; Call: Student Activities—216.397.4288; Click on the "Help" or "Support" tabs on OrgSync.com.

Legion of Student Organizations

Definition & Purpose

The Legion of Student Organizations (LSO) is a branch of the Student Union which provides financial, collaborative, and programming support to registered and recognized student organizations, assisting them in fulfilling their missions and goals. The Vice President for Student Organizations, the Student Organization Review Board, and the Student Organization Budget Board, in conjunction with the Office of Student Activities, strive to actively create and sustain a vibrant campus culture for students and student leaders.

Student Organization Review Board (SORB)

The Student Organization Review Board (SORB) is comprised of four to five undergraduate students of John Carroll University, either elected or appointed. The elected positions on this board include the Vice President for Student Organizations, who serves as the group's chairperson, and the Vice President for Business Affairs. The appointed positions include the Coordinator for Organization Development and Communication and the Auditor for Student Organizations. The Student Organization Review Board is advised by the Director of Student Activities.

Student Organization Budget Board (SOBB)

The Student Organization Budget Board (SOBB) is the financial branch of the Legion of Student Organizations (LSO). Funding from the Student Activity Fee is meant to serve John Carroll students and the board serves to ensure that this is taking place within student organizations. It is chaired by the Vice President for Student Organizations (VPSO) in a non-voting role, the Auditor as Assistant Chair (also a non-voting role), and comprised of 11 voting members. Four of the SOBB members are SU Senators and seven are at-large undergraduate students. No member of the Student Organization Review Board (SORB) may be a member of SOBB, with the exception of the VPSO as chair and Auditor as assistant chair.

Types of Funding

SOBB Funding & Budget Request Forms

Every fiscal year, the Legion of Student Organizations is allocated part of the Student Activity Fee. The fiscal year begins June 1, ends May 31, and is labeled by the year in which it ends.

Registered and recognized student organizations can request funding in the four categories listed below by completing the appropriate forms:

- **The Operating Fund –** used to support the internal functions of the organization, such as office supplies, binders for the organizations' executive board, and printing supplies, such as flyers to advertise meetings. Organizations can only request up to $100 per semester from the Operating Fund and the cap of the fund is $5,000 for the current fiscal year.

- **The Programming Fund** - used for things like supplies, food, decorations, tickets, publicity, performance/production fees, or other expenses incurred while planning, promoting, and implementing an event or program open to all students of John Carroll University. This fund has a cap of $30,000 and is the largest fund in order to encourage the best use of the Student Activity Fee (SAF) for the largest number of students.

- **The Travel Fund –** used for things like conference/ registration fees, transportation, mileage, accommodations, and other expenses incurred during a trip sponsored by an organization. This fund has a cap of $15,000.

- **The Service Fund –** used for things like supplies, food, publicity, or other expenses connected with a service project designed to benefit those other than members of the JCU community. Use of this form and monies from the Service Fund are open to all student organizations, not just those whose sole purpose is service work. This fund has a cap of $5,000.

Money allocated to a student organization for a specific use can only be used for that purpose. Changes in plans will require the organization to submit a new budget request. For example, money originally granted for a conference cannot be used to put on a campus social function, etc. instead.

If there is money allocated that is not spent, or if money requested exceeds actual expenses, it will be released from the organization's LSO account and rolled over to the LSO Fund from which it came. At no time will money from an organization's LSO account be transferred to its savings account. See the Budget Disbursement Guidelines of this packet for more details.

Funding Process

Budget Process Deadlines

The four budget request forms are available online at www.jcu.edu/organizations, or on OrgSync in "Media" and "Files" and are due to the Vice President for Student Organizations according to the following **deadlines:

- Operating – a week before the SOBB meeting
- Programming—at least two weeks before the event is scheduled
- Travel—at least two weeks in advance of the conference.
- Service – at least two weeks before the service project is scheduled

**Requests are accepted on a rolling basis and can be submitted as early as the organization desires. However, for a request to go up for allocation at any particular SOBB meeting, the budget request form(s) must be submitted at least a week before that meeting occurs.

Budget requests will be reviewed by the Student Organization Review Board (SORB) for discrepancies and to ensure all policies are being followed. After being reviewed by SORB, the requests will be voted on by SOBB.

Budgetary Limitations

LSO funding cannot be used on any of the following:

- Food for meetings (i.e., pizza, pop, etc.) or for events that are exclusively for members of an organization. However, food that is an integral part of an event that is open to the campus can receive funding.
- Recruitment activities – meetings or events that are solely to increase or solicit the membership of an organization including supplies and food.
- Printing costs will not be funded when the printing can be done at a John Carroll computer/printer or with the Student Union copier, both of which are free of charge to student organizations.
- Internal Publications – such as directories.
- Alcohol, drugs, or other illegal substances.
- Fundraisers, whether to benefit the organization or a charitable cause.
- Individual member or organizational member dues.
- No T-shirts, uniforms, or other apparel items that are for members of an organization, the organization to keep as a whole, or for fundraising purposes.
- The payment of salaries of non-John Carroll members will also not be funded, including advisors, directors, trainers, etc.
- Awards, trophies, or certificates.
- Induction ceremonies.
- Clean-up costs of maintenance/cleaning service for Atrium windows.
- Cost of linens or firewood at university-owned retreat facilities.
- Insurance deductibles or other costs associated with the damage of university vehicles.
- Advisor expenses will not be covered by SAF money.
- Other unforeseen items, as necessary, at the discretion of the Student Organization Review Board and Office of Student Activities.

SOBB Budget Meetings

It is the responsibility of the student organization requestor to attend SOBB meetings. Once the organization has turned in a budget request, they must sign up for presentation times for the next SOBB meeting on the sign-up sheet located in the SU office. Organizations/representatives should only be at the SOBB meeting for their scheduled time.

Meeting Protocol

During the presentation meeting, the organization will be interviewed by the members of SOBB and/or the VPSO and SORB prior to the voting. The presenter should be knowledgeable about the request and the rationale for the request. At most, two representatives should make the presentation. SOBB will meet six times a semester and will make its schedule/timeline of events available well in advance of any deadlines. Additionally, only organizations that are requesting funds should be at the SOBB meetings.

Approval Process

SOBB reserves the right to do a line-item approval of requests as well as a percentage approval of requests. All budget requests must pass with at least a simple majority (50 percent + 1). If a request is greater than $3,000, it can only pass with a two-thirds majority.

Anytime a SOBB member is a member of a presenting organization, he/she cannot vote on that particular request. Additionally, those in sororities cannot vote on Panhellenic Council requests and those in fraternities cannot vote on Interfraternity Council requests. The SOBB vote on budget requests is final pending an organization's desire to go through the appeal's process.

After the Meeting

The VPSO will sign each request form that is approved and notify financial representatives, SORB, the Student Union Executive Board and Senate, and the Office of Student Activities of such approval via the LSO Meeting Summary Report. The Vice President for Business Affairs will then communicate the approved amounts with the University's Business Office so that the appropriate funds can be deposited into organizations' LSO accounts.

Access to the Money

To receive the physical money after being granted LSO funding, the president or financial officer of the student organization should submit a Check Request to the Vice President for Business Affairs and follow the policies and procedures set forth by the Office of the VPBA (available in the "Finances" section of this guide. The VPBA will work with the Auditor for Student Organizations to make sure all forms, financial transactions, and reports are sufficient and within regulatory standards of the Student Union and John Carroll University. The VPBA will contact any student organization that submits incorrect and/or improper check requests or financial reports.

Other Funding Guidelines

General Budget Process Guidelines

- All events must be pre-planned and organized. Without sufficient evidence that the event will occur, the request can be denied. Proof of entertainment contracts may be requested by SOBB. All contracts must be reviewed and signed by the Director of Student Activities.

- All budget requests must have separate forms for separate events. For each organization, a cover signature sheet must be attached (only one per organization) to the budget requests. If turning in more than one request per cycle, make sure they are all attached to each other with the cover page.

- The organization president, financial officer, form preparer, and advisor must all sign the form. Typically, the preparer is also the president or financial officer. If any one signature is missing, the request will be denied.

- It is important to note that even after a request is reviewed by SORB, it may not be approved by SOBB. SORB checks for mathematical accuracy and that all rules are followed. SOBB decides on the allocation of funds.

- Requests must be itemized or they will not be accepted. "Miscellaneous" or other generalizations will not be allowed.

Budgetary Stipulations for Travel

The following regulation is in place for travel requests that receive LSO funding:

SOBB will only pay for 100 percent of the travel fees for up to two people. The conference fees for the next four people will only receive 50 percent. Beyond six people, conference fee coverage is up to the discretion of SOBB, but not more than 50 percent. "Conference fees" is defined as registration fees, travel expenses, and hotel accommodations. Additionally, these amounts are not guaranteed—all are up to the discretion of SOBB.

Budget Disbursement Guidelines

- If an event that has been allocated money does not occur, SOBB and SORB both reserve the right to revoke the allocation and put the money back in the appropriate fund. (Barring extenuating circumstances.)

- Check requests must be completed by the organization's President or Financial Officer.

- Detailed information on how to complete a check request can be found here. http://sites.jcu.edu/studentactivities/pages/student-organizations/

- Approved funding will be transferred to an organization's account, but will not actually be provided until a check request with documentation is received (meaning no receipt, no money).

All check requests must be turned in to the VP for Business Affairs, complete with receipts, within 30 days of the event that is receiving money. If the check request is not received within 30 days of the event's occurrence or from the approval date for non-events, then the allocated money will be returned to the appropriate fund for use.

Appeals Process

If an organization thinks a SORB recognition decision or SOBB funding decision is unfair, they can participate in the appeals process:

- The appealed request should be turned in to the VPSO. At the next Senate meeting, the organization will make its presentation/case to Senate, and then Senate will vote on the appeal. All appeals must receive a two-thirds majority approval from Senate in order to overturn a SOBB decision.

- If Senate denies the appeal and the organization wants to continue to appeal, the request then goes to the Director of the Office of Student Activities for a final decision.

- Appeals must be turned in to the VPSO within two weeks of the denial of the request. No late appeals will be accepted. An appealed request consists of a new budget request form. Both the appealed request and original request will be provided to the Senate for review.

Organizations cannot appeal requests that are dismissed by the Student Organization Review Board prior to budget board meetings.

Club Sports

Club sports are registered and recognized student organizations and members of LSO, but are also governed by the Club Sports Council (CSC) and the Department of Athletics & Recreation.

Leading Your Organization

Suggested Officer Positions

Developing a strong leadership structure is key to the start of managing an organization. All organizations are required to have a president and a financial officer. It is also recommended that a vice president and secretary be in place. Depending on the size and nature of an organization, other positions may be required. For assistance and advising in determining what may be the right leadership structure for an organization, visit the Office of Student Activities. **It is important that each organization maintain at least 10 active members.**

Advisors

Every registered and recognized student organization is required to have an advisor who is a full-time member of the JCU faculty, staff, or administration. A graduate assistant or resident minister may not serve as the official advisor for any organization. Advisors are asked to serve in such capacity for no more than three (3) student organizations. If assistance is needed in working with an advisor or help is required in finding one for an organization, please contact the OSA or members of SORB.

An advisor is not someone who should be doing the organization's work. He or she should act as counsel for the organization's officers and members in regard to financial or administrative matters, as well as the liaison between the University and the organization(s) he or she is advising. The advisor should provide advice by sharing expertise, insights, and recommendations when appropriate, and encourage and aid in the development of leadership skills among members. The advisor should become familiar with the events and activities sponsored by the organization, attend any off-campus events and/or retreats, and help prevent any violations of University, local, state, or federal regulations.

Officer Transition

Most organizations elect/select their officers in the last few weeks of the fall semester, and the subsequent transition takes place during winter break, with new officers starting when classes resume for the spring semester. This is the ideal circumstance to allow for graduating seniors to concentrate on graduate school applications, job interviews and placement, etc., as well as to remain with the University to provide guidance to the new officers. This also provides first-year students an opportunity to get involved in an officer capacity more quickly than having to wait a full year.

There are also some requirements that come with transition. Each December, organizations are required to update their organization profile through OrgSync which doubles as renewal of that organization's recognized status. This is required whether or not organizations actually change officers at that time. Also, each September organizations are required to complete the organization profile in OrgSync. For more information about this paperwork, view the "Student Organization Recognition" section of this guide. If transition occurs at a different time during the year, an organization must still complete the online process so that records can be updated. Additionally, attendance by a representative of each student organization, ideally the president, is required at the iLead program, which takes place in January.

Here are some **helpful tips** for a smooth transition of officers:

- Hold a meeting or retreat with the new officers to share ideas, plans, traditions, continuing projects, and to acquaint them with organization requirements, including mailboxes/forms, etc.
- Introduce officers to key people like advisors, other helpful faculty/administrators, officers of the Student Union and SORB, staff in the OSA, etc.
- Fill in the "gaps" for the new leaders by asking yourself what you wished someone had told you when you came into office. Be sure to ask for and answer all of their questions!

Finances

Financial Policies & Procedures

In order to receive reimbursement for an expense approved by the LSO, one must complete the proper paperwork and gain the necessary approval. The **Interactive Multi-Voucher Form** can be found online at www.jcu.edu/organizations. A step-by-step video showing how to complete this form is also available here. http://www.youtube.com/watch?v=y83NlxzNkPY&feature=youtu.be

All check requests must be approved ("Approval Signature") by the Vice President for Business Affairs of the Student Union. An organization's advisor SHOULD NOT sign as the approval signature.

Forms should be turned in to the Vice President for Business Affairs in the Student Union office. ALL forms should be downloaded from the website listed above and completed on the computer. No handwritten forms will be accepted.

When completing a check request on the Interactive Multi-Voucher Form, the name of the organization MUST be included somewhere within the "Explanation" area. Please be as descriptive as possible when typing the explanation. All check requests or purchase orders must be accompanied by appropriate documentation, whether it is an original cash register receipt, printed receipt for expenses incurred online, or corporate invoice. This should be stapled to the back of the form in the upper left-hand corner. An officer of the organization must serve as the "requestor signature." If the requestor is not an officer, then it must be cosigned by an officer.

Incorrectly submitted forms will be returned with a cover note detailing what needs to be corrected. Please ensure that the proper organization and account codes are used, both of which are available on the aforementioned website, www.jcu.edu/organizations. Some common account codes are as follows:

70135: Postage-Stamps
70199: Postage-Other
70245: Supplies-Office
70299: Supplies-Other
70325: Food/Entertainment-Meals
70399: Food/Entertainment-Other
70421: Travel-Airfare
70431: Travel-Lodging
70451: Travel-Mileage Allowance
70505: Printing/Publishing-Advertising
70515: Printing/Publishing-Copy Service
70599: Printing/Publishing-Other
70615: Professional Fees-Speaker
71010: Fees-Conference/Seminar
71015: Fees-Professional Dues/Membership

For example, account code 70615 would be used to pay a speaker while the code used for office supplies would be 70245.

Communication/Publicity

E-mail

The Vice President for Student Organizations, Student Organization Review Board, and Office of Student Activities attempts to regularly communicate with student organizations most frequently through the presidents' and financial officers' JCU e-mail addresses. It is the understood responsibility of each officer to check their JCU e-mail account regularly and to pass on any messages that pertain to particular individuals and/or the entire organization when appropriate.

Website

Each registered and recognized student organization is asked to complete an organization profile each semester which populates the list of organizations and contact information on the website.

Mailboxes

Each registered and recognized student organization has a mailbox in the Student Union office, located in Suite 25, on the lower level of the Lombardo Student Center across from the Office of Residence Life and WJCU 88.7 Radio. Officers should check the mailbox regularly, preferably every few days. It is extremely important that organizations check these mailboxes as it is the place where the group will receive U.S. Postal mail, packages, and University campus mail. By not checking the mailbox on a normal basis, the organization is at risk of missing important deadlines, etc. Mailboxes will be cleaned out at least once a month by the VPSO for groups that have an excessive amount of mail accumulated.

***Ways to Promote and Publicize**

The following is a specific list of ways that JCU student organizations can promote their group and events:

- Post flyers in the residence halls and/or the designated bulletin boards across campus.
- Post event information on the calendar of events on OrgSync.
- Post events on the Google calendar (student events calendar on JCU website).
- Create a Facebook event!
- Hang a banner in the Schott Atrium (no larger than 10-by-6 feet). Please have the OSA review and stamp it.
- Submit a request for inclusion in the daily Inside JCU email through this link. http://inside.jcu.edu/
- E-mail studentactivities@jcu.edu to request inclusion in the weekly "Weekend Wowzer" e-mail.
- Advertise your events on your webpage as part of the student organization's website.
- Request a press release from University Marketing & Communications (located on the third floor of Rodman Hall) to Cleveland-area news media.
- Develop napkin holders for the dining hall and select dining retail locations.
- Paint the windows in the Schott Atrium (reserved for major, campus-wide events).
- Create a flyer to distribute in all on-campus student mailboxes (approx. 1,900).
- Chalk the sidewalks with your message!
- Design floor publicity that can be securely placed on the side of the steps with painter's tape in the Schott Atrium.

*Publicity requests must be submitted and approved by the OSA. For more information and guidance on procedures for approval of each of the applicable options, review the "Policies & Processes: Publicity/Promotion" section of this guide.

Record Keeping

Governing Documents

Most student organizations only have one governing document: a constitution. Some also have a set of bylaws, a code, or other documents provided by a nationally or regionally affiliated organization. Each officer of the organization should be familiar with the contents of all applicable governing documents and follow the procedures or rules stated within, especially the stated officer election or selection process. It should also be kept in mind that in some cases, University policies may supersede organization policies.

If the organization is not tied to an affiliated group, officers should take some time once a year to review the content of their organization's document (s) and make sure that officer job descriptions are accurate, mission statements reflect the purpose of the group as it currently exists, etc. While doing so, keep in mind any protocol within these governing documents for making changes (i.e. majority vote of the membership is required for amendments). The Office of Student Activities needs to maintain an electronic copy of the most recent governing document (s) for all organizations on file. Each September, all organizations will be required to upload a copy of the constitution as a part of the updating organization profile process.

Officer Binders

It is strongly suggested that organization officers maintain records that can be passed from officer to officer each year. This may include meeting minutes, copies of financial records, LSO request forms, governing documents, notes, or ideas for future administrations. This helps to maintain continuity from one term to the next and allows for the upkeep of important papers. One easy way student organizations can do this electronically is by using OrgSync through the "Media" and "Files" tab.

Financial Records

Although the Office of the Vice President for Business Affairs of the Student Union keeps excellent record of each organization's expenses and requests, it is also important for individual organizations to do the same. It is suggested that before submitting any LSO Budget Request Forms to the VPSO or check requests to the VPBA that the appropriate officer (financial officer) make a photocopy for his or her records that can also be passed on from year to year. This will help future officers to better be able to budget their expenses, particularly in the case of events and activities that are sponsored by the organization.

Programming Guidelines

Basic Event Guidelines

For all events that are sponsored by a student organization, on or off the campus premises, certain guidelines must be followed:

- Check dates to ensure that the proposed event does not conflict or interfere with other important university-wide events, and that the desired facility is available for use.
- Students can review the availability of space on the R25 reservation system here: http://res25.campus.jcu.edu/wv3/wv3_servlet/urd/run/wv_event.Whatson
- Request space for your event (not meetings or regular intramural games) on OrgSync by completing the Request for Facility Use Form at https://orgsync.com/forms/show/20381 .
- Organize the details of the event to ensure that the event runs smoothly. You may wish to consult with your advisor or the staff in the Office of Student Activities while doing so.
- Review contracts to provide additional information and potential liability concerns, and be sure to bring all contracts to the OSA for approval and signature.
- Provide a certificate of insurance for the contracted off-campus facility, if necessary.
- Release and/or medical forms and waivers may be required of participants depending on the nature of the event or activity.
- Potentially high-risk or hazardous activities or events will require additional planning with and/or approval from the appropriate personnel in the Office of Student Activities and the Manager for Regulatory Affairs & Risk Management. This should be done at least two months prior to the event.
- The OSA and SORB both highly recommend that organizations communicate with each other in an effort to collaborate on events and activities.

Contracts

All contractual agreements with non-University agencies, such as travel bureaus, party centers, airlines, buses, hotels, restaurants, bands, etc. that involve student organizations must first be approved and signed by the Office of Student Activities. Students should NEVER sign a contract as they are legally binding documents. If an organization is sponsoring an event that requires a contract, bring it to the Office of Student Activities and have the group's advisor serve as the main contact person. The Director of Student Activities will sign the contract on behalf of the organization as an agent of JCU.

Accessible Programming

In order to ensure that programming is accessible for all students in the community, it is important to ensure that venues are accessible for people with mobility issues. For this reason, the use of locations that are not accessible for programming that is open to the public (e.g. "Jake's") is not recommended. If a program is closed to a certain population and is not open to the public, this consideration is less important. It is also suggested that organizations include a statement similar to the following on their promotions in order to ensure accommodation needs can be communicated in a timely manner. (e.g. "Please contact Janet Paradise at jparadise@jcu.edu if anyone planning to attend any of the above activities has a disability and will need some accommodation in order to fully participate.")

For direction and assistance in how to provide appropriate accommodations, contact the Office of Services for Students with Disabilities at (216) 397-4967, or visit the office on the garden level of the Administration Building.

Reading Day and Finals Guidelines

In order to support the academic mission of the institution and to ensure that students have a quiet space to study, the following event planning guidelines are in effect from Reading Day until the end of the semester:

- No events can be scheduled on or off campus that include or involve alcohol.
- No events can be scheduled that would contradict the spirit of the academic mission.

Special Policies/Guidelines

Controversial or Questionable Programming Policy

In order to ensure a positive and enriching academic and social environment on campus, potentially controversial programming must be planned in consultation with the advisor of the organization, the Vice President for Student Organizations, and the Office of Student Activities. Further, student organizations are not permitted to sponsor programs that involve judging a person or people based on their looks and/or appearance. Date auctions and dating games are not permitted to be sponsored by student organizations. Student organization members are encouraged to consult an advisor or member of the Office of Student Activities staff concerning any questionable or controversial event.

Student Group Activity/Demonstration Policy

As an academic community, John Carroll University is committed to creating an environment of inquiry which embraces Jesuit, Catholic education as a search for truth where faith and reason complement each other in learning. At times this spirit of inquiry may produce conflicts of ideas, opinions, and proposals for action. The university recognizes its responsibility to provide effective channels for internal communication, free discussion, and rational persuasion as the normal and preferred means to airing and recognizing differences.

On occasion the expression of dissent through individual or collective activity may take the form of demonstration. In such cases the University must seek to ensure a fair and reasonable balance between two sets of rights. The first is the right of the members of the university community to freely pursue their objectives without unreasonable obstruction or hindrance. The second is the right to communicate, by peaceful demonstration and dissent, the positions that they conscientiously espouse on vital issues of the day. This balance requires respect for the rights and responsibilities of both the institution and the individuals involved in the demonstration.

However, neither set of rights justifies jeopardizing or threatening the safety of persons or property, including overcrowding of campus areas; interference with processes or procedures of instruction, research, administration or student activities authorized to be conducted in university facilities or on university property; violation of established building hours; or obstruction of authorized access to, use of or egress from university facilities. Such conduct is contrary to the policies and objectives of the university community. Students who participate in demonstrations and similar activity which interfere with the rights of others or the orderly functioning of the university or civic community are subject to disciplinary action according to the university student conduct procedures as well as legal action as appropriate.

For reasons of general information, assistance, courtesy and good order, and to assure that the University is in compliance with legal and code requirements, the university process requires that students contemplating demonstration and similar activities make their intentions known in advance to the Dean of Students through a meeting to discuss the arrangements for the event and completing a demonstration registration form for approval.

The use of the university forum for expression of ideas or viewpoints does not imply acceptance or endorsement by the university of the views expressed.

Special Policies/Guidelines

Political and Campaign Activities Policy

John Carroll University is a private non-profit educational institution governed by Section 501(c)(3) of the Internal Revenue Code, which prohibits "participation in, or intervention in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office." John Carroll University neither devotes resources nor urges others to conduct lobby activities on its behalf that would violate guidelines established by the Internal Revenue Service, Department of Education or other state or federal governmental entities ("applicable regulations"). Within these restrictions, John Carroll University provides an academic environment which encourages free expression and civic discourse in order to enrich and invigorate the educational experience for all members of the campus community.

Administrative officers, faculty, students and staff of Xavier University are free to express their individual and collective political views provided they understand and make clear they are not speaking for or in the name of John Carroll University.

Neither the University's name, the name of any University entity supported in part or whole by University funds, nor University insignia may appear on stationery or any other material used or intended for partisan and/or non-partisan political purposes.

University facilities or resources (including mail distribution services and mailing lists; facsimile, duplicating or photocopying services; communications infrastructure) may not be used by or on behalf of an outside organization or outside individual whose purpose is to further the cause of a candidate, a ballot issue, or a political party. To the extent such services are available for purchase by non-JCU customers; they may be purchased at the prevailing rates by candidates or parties. No University office should be used as a return mailing address for partisan or non-partisan political mailings.

Funds or contributions for political candidates may not, under any circumstances, be solicited in the name of John Carroll University or on JCU's campus, and University resources may not be used in soliciting such funds.

Lobbying or lobby activities are defined as: engaging in or urging others to engage in contact with an executive or legislative official with regard to governmental policy, action, legislation, programs including negotiation and administration of grants, contracts and loans. Administrative officers, faculty, and staff of John Carroll University may only undertake lobby activities after obtaining written approval from their vice president, office of the general counsel, or director of government and community relations which approval may be withheld if such officer determines it is not in the best interests of the university. Lobbying does not include:

Broad discussion of social, economic and other policy issues (cannot address merits of specific legislation.)

Monitoring legislative, regulatory or other activities (unless part of other lobby activity).

Responding to a request from an executive agency or legislature for information, advice, recommendations or comment.

University Sponsored Political Forums or Debates:

Applicable regulations permit tax-exempt organizations to sponsor political forums or debates provided they are sufficiently non-partisan in nature and are conducted for the purpose of educating voters. Where recognized University organizations sponsor and/or University facilities are used to hold political forums or debates, the following guidelines apply:

The agenda for the forum or debate should address issues of significant interest to members of the University community.

A non-partisan individual should serve as moderator and ensure that all ground rules are followed.

The moderator should state, at the beginning and the conclusion of the program, that the views expressed by the participants are their own and not those of the University, and that sponsorship of the forum is not intended as an endorsement of any particular candidate or issue.

Participants should be allotted equal time in which to present their views and ideas. Selection criteria for participation should be non-partisan.

Political forums or debates need not include every group, party, or individual seeking election.

Requests for space for such forums or debates should be made early enough to allow sufficient time for a meaningful invitation to all prospective participants.

Special Policies/Guidelines

Political and Campaign Activities Policy (cont.)

Candidates and Campaigning:

An appearance of a candidate for public office on campus must be for an educational or informational talk to the University community and must be sponsored by a recognized University organization. All such organizations must secure approval at least two weeks in advance through the director of government and community relations. Such appearances shall be limited to speeches, question-and-answer sessions or similar communications in an academic setting and are not to be conducted as campaign rallies or events.

University Sponsored Events:

University-sponsored invitations and allowances to individual candidates will be rarely approved. The same criteria for invitation and speaking shall be imposed serially as set forth above, which may include allowing some or all candidates for the same office a similar invitation.

Student Organizations:

Recognized student organizations may use available University space for speeches by political candidates, subject to approval by the office of student activities (and subordinate to educational use of the facility or facilities), provided that such organizations pay the normal costs, if any, for such use (including any increased security costs necessitated by the invitation). Any such usage will require that all announcements and advertisements of the appearance clearly indicate:

That the University does not support or oppose candidates for public office;

That the opinions expressed are not those of the University;

The name of the sponsoring organization.

Such announcements shall also be made at the beginning and end of the appearance.

In addition, information tables that include published literature must display a sign or label stating that the views presented in the literature are not necessarily the views of John Carroll University.

Hazing

It is the policy of John Carroll University that hazing activities of any type are inconsistent with education and are prohibited at all times. No student, including leaders of student organizations, may plan, encourage, or engage in hazing. No student, administrator, faculty member, alumnae/i or other employee of John Carroll University may encourage, permit, condone, or tolerate any hazing activity.

Hazing is defined as doing any act or coercing another person to do any act that causes, or creates a risk of causing, psychological or physical harm to any person. Hazing includes actions or situations that could or do result in mental, emotional, or physical discomfort, embarrassment, ridicule, or endangerment whether intentional, for fun, or by consent. Hazing is also coercing another person to violate any University policy.

Obvious examples of hazing include, but are not limited to:

whipping, beating, or branding; forced calisthenics; exposure to weather; forced or required consumption of any food, liquor, beverage, drug, or any substance; any brutal or cruel treatment; and, any activity which subjects any student or other person to ridicule, mental stress, or undue physical endurance.

Students, administrators, faculty members, alumnae/i and all other employees of John Carroll University should be alert to possible situations, circumstances or events which might include hazing.

If hazing or planned hazing is discovered, involved students will be informed by the discovering person of the prohibition contained in this policy and will be required to end all hazing activities immediately. All hazing activities will be reported immediately to the Dean of Students and the Director of Student Activities.

Students violate this policy if they do not report incidents of hazing or potential hazing to the Director of Student Activities or the Dean of Students. Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to University and/or national organization disciplinary action and may be liable for civil and criminal penalties in accordance with federal, state, and municipal laws.

Late Night Programming

Late Night Programming

These guidelines cover all Late Night Programming sponsored by student organizations at John Carroll University. There are additional stipulations outlined in this document for groups who receive Late Night Programming funds for their event.

Days/Hours

- Grant funded events are to be scheduled for Friday or Saturday nights.
- Grant funded events should begin at 10 p.m. or later and not end before 1 a.m.

Approval Process

- Student organizations planning late night events must meet with the Director of Student Activities to go over event details at least two weeks before the event is approved.
- Student organizations interested in applying for the Late Night Programming Grant must submit applications at least two weeks before the event date.
- After a grant is reviewed by the Director of Student Activities, the grant is reviewed by the Late Night at Carroll team for approval.

Requirements/Limitations

- Grants available to student groups and departments funding programs up to $500 (students have priority).
- No alcoholic beverages are to be served at late night events funded by grants.
- **No fundraiser events will be funded by the grant to benefit either the student organization or any charitable organization.**
- All events are to follow the guidelines of the Office of Student Activities.
- All groups required to submit a Late Night Programming Event Evaluation/Summary Form within one week of the event (can find these on OrgSync under "Forms"
- There can be no admission charged to JCU students for attendance to events funded by the grant.

Attendees

- Late Night Programming events are designed for John Carroll University students. Some exceptions for outside guests may be made upon approval of the Director of Student Activities.

Security

- Depending on the nature of the event and the projected number of attendees, the organization may be required to hire security staff members to help manage/staff the event.

Staffing

- Depending on the nature of the event, the organization may be required to have their advisor or another faculty member, staff member, or administrator present.

Advertising/Publicity

- Events are to be advertised and open to all JCU students.
- Student organizations must provide a detailed advertising plan with the grant form.

Co-Sponsors

- The organization must indicate if the event has a co-sponsor and what its role is with the event.

Budget

- If the program is grant-funded, any costs to participants are required be put towards the cost of the program.

Late Night Programming Grant Form

Student Organizations who are interested in applying for a Late Night Programming Grant can do so by completing the Grant form located on the Late Night at Carroll portal of OrgSync. You can also use this link: http://sites.jcu.edu/studentactivities/pages/late-night-at-carroll/

It is recommended that organizations review the Late Night Programming guidelines before completing the grant form. The following information will be needed to complete the form:

- Name of organization and contact person's information.
- Basic event information including anticipated attendance and event summary/description.
- Advertising/Marketing Plan
- Detailed budget including admission charge, if applicable.
- Co-sponsor information, if applicable.

If you would like to meet to discuss your event before completing the form, please contact the Office of Student Activities at studentactivities@jcu.edu.

Events with Alcohol

Policy on Events with Alcohol

The Office of Student Activities and John Carroll University enforces a strict set of guidelines and policies surrounding events with alcohol in the best interests of students' and attendees' safety and well-being.

Generic Guidelines

- Promotions for the event shall not portray symbols of alcoholic beverage consumption (i.e. foaming cups, beer cans, etc.), alcoholic beverage brands (i.e. Coors, Natural Light, etc.), or abusive consumption (i.e. drinking contests/ competitions), nor shall they emphasize frequency or quantity of alcoholic beverage consumption.
- Alcoholic beverages shall not be used as a requirement to participate.
- The primary purpose of any event should not be alcohol consumption.
- The OSA may impose other guidelines as necessary for the safety of all participants.
- All contracts must be reviewed and signed by the appropriate personnel in the OSA.

Seeking Event Approval

- The **Social Event Planning & Notification Form** is required for all events sponsored by student organizations or residence hall floors in which alcoholic beverages will be served and consumed. The form can be found on OrgSync and should be submitted to the Office of Student Activities at least 14 days prior to the event in order to be approved. Incomplete or late forms will not be approved, so be sure to print legibly and have it signed by all applicable parties.
- Co-sponsored events must be signed by all participating organizations.
- All policies from the OSA and University must be followed at all times.

Supervision & Risk Management Monitoring

- The advisor must be present for the duration of the event.
- All national and university risk management policies regarding events with alcohol must be followed. This pertains to events taking place either on- or off-campus.
- All contracts must be reviewed by the Director or Assistant Director of Student Activities and should be included with the Social Event Planning & Notification Form when submitted. This pertains to ANY contracts including, but not limited to, transportation, third-party vendors, facilities, musicians/performers, and security.

Hotels

If an event takes place at a hotel, a separate **Hotel Policy Form** must be signed and submitted with the Social Event Planning & Notification Form. Hotel use is at the discretion of the professional staff in the OSA. University-wide events are not permitted to take place at any hotel.

Transportation

- University vehicles are not permitted to transport students or other attendees to and from events with alcohol.
- Organizations must arrange for alternative transportation options and social fraternities/sororities must follow the transportation policies as set forth by their national organizations.

Security / Procedures for Checking Identification

- Hire at least one security guard for every 50 guests.
- At the door, an invitation list must be given to people who are checking IDs, indicating guests who are 21 and older. Dates of birth are requested to aid in this process. Please turn this list in to the OSA at least two business days prior to the event.
- A hired security guard, or other official trained in ID-checking, must work the door, check IDs, and place the wristband on the individual.
- Attendees who are 21 and olderr must be wristbanded with three-tabbed wristbands. Wristbands must be clearly visible. Wristbands can be obtained in the OSA when your guest list is turned in.
- Bartenders must check IDs again before they serve an alcoholic beverage to any wristbanded guest.
- All attendees are allowed only one entry to an event. If they leave, they are not permitted to re-enter.

Food & Beverages

- Guests who are 21 and older must wear a three-tabbed wristband. This allows guests to consume a MAXIMUM of three alcoholic beverages at the event, regardless of the duration of the function.
- The three tabs are standard for a three-hour event. If an attendee of age arrives with two hours remaining in the event, he or she will receive only two tabs on the wristband, and arriving with only one hour left will result in receiving only one tab.
- Only one drink can be served to one person at a time.
- The amount of alcoholic beverages and the method of distribution are to be appropriate given the number of guests and the duration of the event.
- All events involving alcohol must be through third-party vendors.
- Adequate amounts of non-salty/non-sweet food must be provided.

Copyright Guidelines

Video Programming

An individual must purchase the rights (license) from a movie company such as Swank Motion Pictures or Criterion Pictures to obtain permission to show a movie in any other situation than what is covered under the 1984 Copyright Act as outlined below.

What the Law Says

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the rights to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition. This legal copyright compliance requirement applies to colleges, universities, public schools, public libraries, daycare facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, businesses, etc., regardless of whether admission is charged, whether the institution is commercial or non-profit, or whether a federal, state, or local agency is involved. The movie studios who own copyrights, and their agents, are the only parties who are authorized to license sites such as colleges and universities. No other group or person has the right to exhibit or license exhibitions of copyrighted movies. Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc., cannot be used legally for showings in colleges or universities or in any other site which is not properly licensed.

The "Educational Exemption"

Under the "Educational Exemption," copyrighted movies may be exhibited in a college without a license only if the movie exhibition is:

- An "integral part of a class session" and is of "material assistance to the teaching content."
- Supervised by a teacher in a classroom.
- Attended **only** by students enrolled in a **registered** class of an accredited non-profit educational institution.
- Lawfully made using a movie that has been legally produced and obtained through rental or purchase.

How to Obtain Movies Legally

Most of the time, student organizations will not qualify for the exemption and will thus need to contact a movie company like Swank Motion Pictures or Criterion Pictures to obtain the rights to showcase a movie or other performance. The contact information for Swank Motion Pictures is listed below:

Swank Motion Pictures

201 South Jefferson Avenue

St. Louis, MO 63103-2579

Toll-Free: (800) 876-5577

www.swank.com

If you would like assistance with this, please see the staff in the Office of Student Activities.

Taken from "Film & Video Copyright Infringement: What Your College or University Needs to Know About the Public Performance of Movies" published by Swank Motion Pictures, Inc.

How to Obtain Movies for FREE!!

In order to help student organizations comply with the copyright policy, the Office of Student Activities offers an opportunity for groups to receive funding to show movies on campus. If an organization is interested in this, please complete the form at the link below:

orgsync.com/forms/show/20379

Please complete this form at least two weeks prior to your event. Before completing this form, make sure you have contacted Swank Motion Pictures to determine if they have that film in their inventory. (www.swank.com) After your request is received and approved, your film will be ordered by the staff in the OSA. It is the organization's responsibility to pick up the film from the OSA during normal business hours and mail the film back to Swank Motion Pictures in a timely manner.

Posting Policy

Posting Policy and Procedures
This policy has been designed to ensure that John Carroll University students, faculty, and staff members have equal access to common posting areas in order to promote events and activities, to avoid violations of fire and safety codes, and to preserve the aesthetic quality of the campus. Posting on University property is a privilege, and therefore the University reserves the right to regulate the posting and distribution of all publicity. General guidelines for all members of the community are included in this policy with additional instructions outlined for student groups and non-University groups.

Posting Restrictions

Location – No flyers are permitted on any walls, windows, doors, stairwells, elevators, garbage cans, or columns on campus. Posting is not permitted on glass (except where noted), mirrors, masonry walls, and painted surfaces (including doors). There may be some exceptions to this in the residence halls.

Content – No libelous material shall be posted. Material must abide by the University Code of Conduct and not be contrary to the mission of the University. No flyers are allowed to advertise drink specials, events where the primary purpose is drinking, or other activities that appear to promote irresponsible or illegal alcohol use.

General Posting Instructions

Student groups and non-University groups

- All promotional materials and advertisements must have the "approved for posting" notice displayed on each promotional piece prior to posting. Please bring the original copy to be stamped first and then make copies. All posters/flyers from student organizations or outside groups must be approved in advance by the Office of Student Activities (OSA).

- The following information must be included on all postings: he name of the event, sponsoring organization, contact information including name, phone number, and e-mail address, event, event time, event place and admission cost, if applicable.

- All postings must be dated and removed by the date stamped on the flier or within three days following the event date. The sponsoring organization/group is responsible for removing all fliers and posters following the event.

Posting is permitted on seven common area bulletin boards only (only one per bulletin board). Posting may also be permitted on departmental bulletin boards with permission of the appropriate department.

University Departments

- Flyers sponsored by a University department do not require content approval from the OSA prior to posting, but must follow all other of the same posting guidelines.

- Departments may post information on the inside glass within their departments or other departments with permission. Postings of signage on the exterior grounds and/or buildings can only be done with the permission of the Facilities Office (216.397.4314). *Note: Stanchions may be available through the Facilities Scheduling Office (216.397.1500) for special events on campus. *Faculty and departments may obtain approved bulletin/posting board/bars for their walls adjacent to their doors through the Facilities Office at a nominal cost.*

- Flyers are permitted to be posted on faculty, staff, and administrator's doors with blue tape.

Sanctions and Questions

Failure to abide by these guidelines may result in a loss of posting privileges. Additionally, charges/fines may be imposed for the removal of flyers/posters/signs that have expired, are posted in unacceptable locations, or require repair of surfaces due to damage during removal. Any non-JCU person or group found posting around campus without following the posting procedures and guidelines may be charged with trespassing.

General policy questions can be directed to the Director of Purchasing & Auxiliary Services at 216.397.3025. Content and questions regarding postings by students and non-University groups should be directed to the Office of Student Activities at 216.397.4288 or studentactivities@jcu.edu.

Posting Policy Specifics

Guidelines for Specific Types of Publicity

ATRIUM WINDOW PAINTING

- Atrium window painting in the D. J. Lombardo Student Center is reserved for major, campus-wide events for JCU entities only. Only one event may be publicized at one time unless approved by the OSA.
- The group must provide their own paint (use water based poster paint only please!). Paint must be removed within 24 hours of the event.
- If the cleaning company cleans the window, your organization or department will be charged a fee that ranges from $100 to $400.
- To get permission for this form of publicity, please complete the Office of Student Activities Publicity Request Form, with the text and design attached, and submit to the Office of Student Activities (OSA) for approval.
- After your request is approved, you may sign the Atrium window calendar located in the OSA.

BANNERS

- Banners may only be hung on the wires of the perimeter of the Atrium across from the windows of the D.J. Lombardo Student Center and from the horizontal rail at the top of the steps. Signs may not be hung on any other wall or stairway handrail.
- Banners may be hung for a period of one week after stamped for approval by the OSA. They will be removed after seven days or following the day of an advertised event.
- Banners may not exceed 6-by-10 feet in size and should be hung at a height of at least eight feet from the floor.
- Exceptions may be made in the size, location and hanging duration of signs for special campus events (e.g. Homecoming, Greek Week, Parents Weekend, etc.) with the approval of the OSA.
- Student organizations who wish to post beyond the guidelines written in this policy, must submit a written request to the OSA for approval.
- University departments who wish to post beyond the guidelines written in this policy must get the approval of the Office of Auxiliary Services.
- All banners are approved and stamped for approval, including a removal date, by the OSA (located in Suite 201 of the D. J. Lombardo Student Center, above the bookstore).

CHALKING

- This form of publicity is available for registered student groups or departments to promote a meeting or organizational event.
- Chalkings should be on the sidewalk only and not on any buildings or trash cans.
- Groups must provide their own chalk.
- To get permission for this form of publicity, please complete the Office of Student Activities Publicity Request Form, with the desired text, design, and location attached, and submit to the Office of Student Activities (OSA) for approval.

FLOOR POSTING

- Floor publicity can only be displayed on the stairs from the Dining Hall level to the Intramural Gym level of the D. J. Lombardo Student Center.
- Publicity can only be posted on the side of the steps, not the top of the steps. Blue painter's tape must be used to secure the publicity.
- Floor posting is limited to only registered and recognized JCU student organizations. Only two organizations can have publicity on the steps for up to 48 hours. After the 48 hours, publicity must be removed by the sponsoring student organization.
- To get permission for this form of publicity, please complete the Office of Student Activities Publicity Request Form, with the text and design attached, and submit to the Office of Student Activities (OSA) for approval.
- After your request is approved, you may sign the floor publicity calendar located in the OSA.

FLYERS

- Flyers are not permitted on any walls, windows, except where noted, doors, stairwells, garbage cans, or columns on campus.
- Flyers are not permitted to advertise alcoholic drink specials, events where the primary purpose is drinking, or other activities that appear to promote irresponsible or illegal alcohol use.
- All flyers and signs should contain the name of the sponsoring organization, clearly marked, as well as contact information (phone and/or e-mail of the sponsoring organization or department).
- Flyers that promote messages that are contrary to the Jesuit and Catholic character and mission of the university are not permitted.
- Flyers may be posted on seven established bulletin boards in any building on campus, expect for the residence halls and department bulletin boards without permission.
- No solicitation is permitted under doors in any residence hall or buildings on campus.
- The staff in the Office of Student Activities will post flyers on a weekly basis for external groups if they desire during the academic year.
- Only Residence Life personnel are allowed to post flyers in the common areas of the residence halls. A total of 53 copies may be placed in the Office of Residence Life for staff to distribute.
- All flyers are approved and stamped for approval, including a removal date, by the OSA (located in Suite 201 of the D. J. Lombardo Student Center, above the bookstore).

Posting Policy Specifics

OUTDOOR STAKING/SIGNS

- Publicity staking and/or signs can be used occasionally to promote events or activities.
- To get permission for this form of publicity, please complete the Office of Student Activities Publicity Request Form, with the text, design and location attached, and submit to the Office of Student Activities (OSA) for approval.

SPECIAL PRESENTATIONS/DEMONSTRATIONS

- Any special publicity presentation not outlined in this policy must be approved through the OSA.
- The organization, department, or group must complete the Office of Student Activities Publicity Request Form, located on OrgSync with the text, design, or other description and location attached, and submit for approval.

STUDENT MAILBOXES STUFFERS

- Flyers can be placed inside individual student mailboxes with the approval of the Office of Student Activities (OSA). There are a total of 1,900 student mailboxes.
- To get permission for this form of publicity, please complete the Office of Student Activities Publicity Request Form, attach the flyer to the request, and submit to the OSA for approval.
- Requests must be submitted at least 10 days in advance. After your request is approved, you must contact Tom Reilley in Auxiliary Services to schedule a time to stuff the mailboxes.

NAPKIN HOLDERS

- Napkin holders can be placed in the Schott Dining Hall and/or Einstein Bagels. There are 200 napkin holders in the Dining Hall and adjacent areas.
- The format for the napkin holder publicity is a rectangle that is 6-by-4 inches. Groups will only be able to print on one side.
- Napkin holders will be reserved on a first-come, first-served basis and groups may only use one side of the holder.
- To get permission for this form of publicity, please complete the Office of Student Activities Publicity Request Form located on OrgSync, with the text, design and location attached, and submit for approval. The text document must be attached.
- Only one group is permitted to place publicity on napkin holders at one time and may stay up for one week.

Posting Approval Procedure

- All flyers and banners are approved and stamped for approval, including a removal date, by the OSA (located in Suite 201 of the D. J. Lombardo Student Center, above the bookstore).
- Other special publicity described above must be submitted to the OSA with the Publicity Request Form and with the text, design and other pertinent information attached.

Enforcement

- The OSA staff will monitor and maintain the bulletin boards, doors, and windows in the Student Center and clean off dated or unapproved flyers or banners on a weekly basis.
- The Auxiliary Services and Housekeeping departments will monitor unauthorized postings in administrative common buildings except where noted above.
- Faculty, staff, administrators, and students are encouraged to take down dated flyers and bring unapproved or questionable flyers to the attention of the OSA staff as needed. The office staff will follow up with any sanctions that are needed for policy violations.

Miscellaneous Publicity Items

Student Activity Fee Logo & Publicity Policy

In an effort to expand the awareness of what the Student Activity Fee (SAF) provides to the students of John Carroll University, this policy will call for all events, programs, services, or activities funded in whole or in part by funds from the Student Activity Fee (which includes all money allocated through the Legion of Student Organizations) to make their source of funding known.

To ease this policy's implementation, a symbol has been created that can be placed on any advertising or means of communication surrounding any of the events, programs, services, or activities that are funded by the SAF. This symbol states, "Funded in Whole or in Part by Your Student Activity Fee," and is available for download online at www.jcu.edu/saf so that students and staff can ensure the usage of this logo on their published information. If the symbol is not used, then the words "Funded in Whole or in Part by Your Student Activity Fee" must be used instead.

This policy applies to all printed posters, flyers, and mailbox stuffers. As an exception to the rule, Atrium banners and residence hall lobby posters do not need to include the whole phrase but must include the acronym "SAF" in capital letters somewhere on the banner/poster.

This policy affects all events, programs, services, or activities funded by the SAF.

Copyright/Licensing

Student organizations using the names, marks, logos, seals, and/or symbols of John Carroll University in any venture, whether fundraising or promotional sales, are required to seek prior approval before printing from the Office of Student Activities. Products sold by a student organization for the sole benefit of the organization, with funds going into its university account, are exempt from royalty fees charged to other ventures.

Apparel & Promotional Items

If an organization is going to purchase apparel (i.e. T-shirts) or other promotional items (i.e. cups, Frisbees, etc.), it is critical that the group seek the approval from the OSA before going to print. The student organization needs to make sure that the design of any item that will promote the organization and/or its event(s) accurately depicts the mission of the organization and the University. To begin this process, complete the **Apparel & Promotional Item Approval Request Form**, attach the proposed design, and return to the Office of Student Activities. In addition, any item that will bear the John Carroll University logo or any form of the John Carroll University name (e.g. JCU, John Carroll, Carroll), must be approved by Jennifer Vokoun, Director of Marketing Services/Design in University Advancement, Marketing and Communications.

Websites

Student organization websites are excellent forms of communication and promotion for your organization. Only registered and recognized student organizations are permitted to have websites either hosted on the JCU web server or linked from their web page presence on the OrgSync homepage www.orgsync.com

The University's Web Development Office does not have the resources at this time to be able to assist student organizations in developing websites or training individuals how to do so. However, if students are web-savvy enough to create their own, either from scratch using web development software or through popular template-based websites, the following is the process by which to follow for any organization that wishes to host its website on the JCU web server:

- Create the organization's website in full. Important things to incorporate in the website include the organization's name; mission, goals, and objectives; list of activities, events, or services; history; affiliations; photo galleries; and contact information.

- Once completed, make an appointment with the staff in the Office of Student Activities for approval. Be sure to either burn the full website onto a disc or bring a laptop with the website on it to the appointment.

- Once permission from the OSA is received, the staff will inform Information Services that the site has been reviewed and approved.

- The OSA staff will send the University's Web Policy, Guidelines, and Authoring Agreement to the organization's webmaster. That individual will need to carefully review these documents and submit an e-mail to both the Web Development Office and Information Services stating that he/she will abide by the policies and guidelines stated therein.

- Once the Web Authoring Agreement is received by the aforementioned parties, Information Services will grant the space on the web server and contact the webmaster as to how to access that space.

- Once the website is uploaded and active, a link will be placed on the student organization's site.

Fundraising & Solicitation

Fundraising Policy

All fundraising, such as sponsoring an event with donations as a form of entry, selling goods or services, etc., must be approved by the Office of Student Activities before taking place. A **Fundraising Approval Request Form** must be completed, submitted, and approved by the OSA. The organization should also, upon the conclusion of the fundraiser, report to the OSA the amount of money raised and if any problems were encountered. It is important to note that no fundraisers or sales are permitted at athletic events unless prior approval is granted by the Associate Director of Athletics and Recreation.

When fundraising, student organizations must keep in mind the missions of both the organization and the University, as well as the appropriateness of the message they are portraying. No messages that are in conflict with the University's mission will be approved. Date auctions or other contests/events where individuals are judged by looks and/or appearance are not acceptable forms of fundraising, as are any dating games where the outcome leads to an expectation of a dating situation.

Gambling Policy

Student organizations are permitted to hold raffles if the proceeds are donated to a charitable organization not the student organization or go toward the costs of planning and implementing a charitable or service-related activity sponsored by the student organization. The following forms of gambling are **not permitted:**

- Athletic pools/brackets
- 50/50 raffles for any purpose
- Other raffles that are not for charitable purposes

Additionally, any form of gambling cannot be mandated as an entrance fee to any event sponsored by a registered and recognized student organization. For further questions or clarification of this policy, please contact the Office of Student Activities.

Solicitation Policy

Solicitation will be defined as seeking funding and/or monetary donations from external sources as a form of fundraising. Student organizations are permitted to do so but must follow the steps outlined below. Solicitation is considered separately from normal fundraising (i.e. bake sales); therefore, LSO and Student Union fundraising policies need not apply.

Organizations must complete the **Solicitation Approval Request Form** and submit it to the Office of Student Activities. Upon approval, the request will be sent to University Advancement (UA). After the organization gains UA's approval, the organization will meet with members of UA to discuss University policies and guidelines to follow when soliciting and accepting donations. If the request is denied at any step of the process, it will be returned to the organization with reasons as to why it was not approved. After making any necessary changes, the request can be resubmitted to the office where it was not approved.

All request forms must be completed fully and truthfully, and be signed by the organization's president and advisor prior to submission to the OSA. A list of every individual or entity the organization intends to solicit must accompany the form.

This policy is in place to allow the Office of Student Activities and UA the ability to control the level of solicitation by student organizations and to ensure that all University policies and practices are followed.

Cash Handling

Cash Handling Policy & Procedures

Cash and checks collected from special events, fundraisers, ticket sales, concessions, membership fees, etc. will be secured through the Office of Campus Safety Services (CSS). Student Affairs Departments and student organizations will follow the cash handling procedures listed below.

Procedures

- All cash and/or checks collected will be placed in a University approved cash bag(s) and placed into the cash bag drop box located outside of Campus Safety Services (CSS) office immediately following collection or routinely by the end of each business day. There will be two different types of bags used for drops.

1. Deposit Bags – These bags, color coded or labeled as "green" will be used for deposits only, (a deposit slip must accompany the cash and/or checks in the bag).

2. Hold Bags – These bags, color coded or labeled as "red" will be used to temporarily secure cash and/or checks until they can be retrieved by the appropriate department at some later time.

3. Deposits – All persons needing to transport a deposit bag to the drop box will contact the CSS dispatcher at X1234 to request an escort to the drop box location and to facilitate the creation of a CSS log entry to document the transaction. This log entry is the communications mechanism apprising our staff that monies have been deposited in the drop box. This information will alert our day shift to transport the deposit bag to the Cashier's Office the first business day following the drop. To minimize disputes and assure the accuracy of deposit amounts, it is recommended that, when possible, the accuracy of the deposit be verified by an identified third party prior to placing the deposit bag in the drop box. If a departmental representative wishes to accompany CSS to the cashier's office to perform the actual deposit transaction, notice should be made to CSS at the time of the drop or early on the day of the anticipated transportation of the deposit bag.

NOTE: CSS personnel are not authorized to perform the actual deposit transaction. The department head or their respective designee is responsible for establishing the deposit protocol between their respective department and the Cashier's office.

When preparing bags for deposit, the following instructions should be followed per the cashier's office:

- Please place bills facing the same way.

- Band the money in the following denominations:20's - $500.00 (25), 10's - $250.00 (25), 5's - $250.00 (50) or clip $100.00 (20), 1's - $50.00 (50)

4. Holds – All persons needing to transport a hold bag to the drop box shall contact the CSS dispatcher at X1234 to request an escort to the drop box location and to facilitate the creation of a CSS log entry to document the transaction. This log entry is the communications mechanism apprising our staff that monies have been deposited in the drop box. This information will alert our day shift of the pending need to release the hold bag to designated departmental personnel. The department head will provide a list of persons designated to retrieve the hold bag(s) for their respective department. Hold bags will be released only to designated persons displaying a valid JCU I.D. card. The designated persons list will be updated by the department head or their designee as needed. After normal business hours, persons wishing to retrieve hold bags should contact the CSS dispatcher at X1234.

As a general rule, there are to be no cash and/or checks kept overnight in offices. On occasion, during peak use times, a maximum amount of $200 in cash may be locked in a designated area in an office during regular business hours.

Facilities and Services

Facility Scheduling & Services Policy

Only registered and recognized student organizations may reserve on-campus facilities, off-campus facilities, and facilities services, including technology or multimedia. A status listing of all organizations is updated weekly and sent to applicable university entities, such as the Facilities Scheduling Office, Facilities and Auxiliary Services Departments, Instructional Media Services, and the Office of the Vice President for Student Affairs to support this policy. The use of all facilities and facilities services must be intended primarily for the benefit and participation of the University community and are approved on a first come, first-served basis.

All events and activities must conform to university policies and applicable local, state, and/or federal laws, including health and safety ordinances and regulations. Student organizations and/or individuals may be assessed a rental charge for the facilities and/or services needed for a particular event. The Facilities or Auxiliary Services Departments will determine such charges. Equipment rental, security, setup, and breakdown will also be additional charges to the sponsoring student organization.

Available Facilities

The University offers several venues, on- or off-campus, that are ideal for student organization events, meetings, or even retreats. Some of the venues include:

- **Classrooms –** This is the ideal setting for most organization meetings and some speaker events. Larger classrooms, such as AD226 or AD258, are better suited for a more sizable audience.

- **Conference Rooms –** This includes the Jardine Room, Murphy Room, LSC Conference Room, Rodman Hall Conference Room A, and Dolan A202/203. These rooms are larger in size and are more conducive to an open floor plan providing plenty of space for activities or programs.

- **O'Dea Room –** Next to the Murphy Room, this is the perfect location for your next dinner function, or if a bigger space is needed, conference rooms can also be used.

- **The Underground –** This is the perfect setting for a local musician, comedian, slam poet, or even a gathering place to play games or have a meeting. The sound system owned by the Student Union Programming Board may also be requested as needed.

- **Athletic Facilities –** Requests can be made for certain athletic facilities, such as the Intramural Gymnasium, but require significant notice and additional approval. Requests for such facilities are generally reserved for large-scale events or as a rain plan location for outdoor events.

- **Auditoriums/Theatres –** Donahue Auditorium, Marinello Little Theatre, and Kulas Auditorium are also available for request. Donahue Auditorium comfortably seats 200 to 250 and is an excellent programming space for speakers or films. Marinello Little Theatre seats approximately 90-100 and is another good location for local musicians or performers. Kulas Auditorium seats 800 and is only available for large-scale events. Additional approvals are required to reserve both Marinello Little Theatre and Kulas Auditorium.

- **Thornacres –** This is a 32-acre offsite estate with two fully equipped homes and a small lake located approximately 45 minutes from campus. This is a great setting for retreats, organization meetings or summits, or even a special program event. Additional fees may be applicable for linens or firewood. Outdoor grills are provided.

- **Carrollodge –** This is a generous gift from William Crozier and Elizabeth Smith located in the country just 25 minutes from campus. The ranch house is situated among 26 wooded acres and also houses a large outdoor picnic pavilion. Behind the pavilion is a large field that is perfect for outdoor group activities. The facility provides a peaceful setting for reflective weekends, evening discussions, or other meetings and/or retreats. It serves as a great "getaway" from campus. Additional fees may be applicable for linens or firewood. Outdoor grills are provided.

Facilities and Services

Facility Scheduling & Services Procedure

Reserving On-Campus Facilities for Events – In order for a registered, recognized student organization to reserve a classroom, conference room, the Underground, athletic facility, auditorium, or another on-campus venue for an event, the following steps should be followed:

1. Check the R25 calendar for availability at: http://res25.campus.jcu.edu/wv3/wv3_servlet/urd/run/wv_event.Whatson

2. Complete a **Request for Facility Use** form online at www.orgsync.com. **Forms need to be submitted five days prior to the event date.** Paper forms will no longer be accepted.

3. After the form is approved by the OSA staff, the information will be submitted to the R25 system online by the OSA staff.

4. The student organization will get a draft of the request form facilities.

5. The student organization will receive a confirmation e-mail once the event is confirmed.

Scheduling Meetings – To schedule a simple meeting, registered and recognized student organizations must e-mail the following information to jparadise@jcu.edu, and the staff will put it into the system:

Event Name (What type of meeting?); organization name ; expected attendance ; start date; end date; start time; end time; room requested; any special needs. Please submit this at least five business days prior to the meeting date.

Reserving Off-Campus Retreat Facilities – To reserve either Thornacres or Carrollodge, download from online or pick up a copy of the **Student Policies regarding the use of University Retreat Facilities**. Instructions for reservations of these facilities are included within that packet and should then be coordinated through the Office of the Vice President for Student Affairs, located in Suite 03 of the Lombardo Student Center. There are additional charges for linens or firewood, but no charge to student organizations for reserving the actual facilities.

- **Coordinating Facilities Services –** If a student organization has special needs for an event in terms of rentals (i.e. tables and chairs), power, or other set-up/take-down requirements, the organization or event's contact person should coordinate with the Facilities Department. Call the Manager of Facilities Services at 216-397-4760, or visit Room 10 of the Lombardo Student Center. Charges are likely to apply depending on the number and type of services required. The Facilities and/or Auxiliary Services Departments will determine the appropriate costs and seek the organization's approval prior to moving forward. If the Facilities Department suggests the use of outside vendors for necessary services and a contract must be drafted, please remember to have all contracts reviewed, approved, and signed by the Office of Student Activities.

- **Coordinating Technology/Multimedia Services –** To reserve various forms of technology, such as a laptop, projector, or full multimedia cart, the student organization's advisor should complete the request form online through Instructional Media Services (IMS) at www.jcu.edu/ims/reserve. This request form is password-protected and faculty and staff are the only individuals permitted to request Be sure to include the accurate date, times, and location of the event. There is no charge to student organizations or university departments seeking the use of equipment or services from IMS.

- **Coordinating Risk Management –** If an event or activity at an event may pose a health or safety risk to attendees or participants, the organization should consult with the Office of Risk Management by calling 216-397-1982, or visiting Room 208 of Rodman Hall. There is no charge for this consultation.

Refreshments and Catering Policy & Procedure

Student organizations sponsoring on-campus meetings and events should first look to JCU Catering for their refreshments needs. Designed to be convenient and inexpensive, the **Student Organization Catering Menu** brought to you by JCU Catering offers a variety of delicious, professionally prepared snacks, meals, and drinks. The items on this menu are available only to registered and recognized student organizations as well as resident assistants. Here is some other helpful information pertaining to use of the Student Organization Catering Menu:

- All offerings in the menu require orders to be placed at least two business days in advance.

- All items are self-service, to be picked up by the ordering group at a location and time determined upon ordering.

- All food and beverage orders will be packaged and include the appropriate disposable service ware.

- By ordering from the menu, the organization or resident assistant assumes responsibility for the clean-up and proper disposal of all food and beverage items as well as the return of any and all equipment immediately upon the conclusion of the event.

- Cash, credit, Plus Points, Flex Dollars, Carroll Cash, and organization budget codes are accepted as forms of payment. Board meal exchanges are not accepted.

- Paper copies of the Student Organization Catering Menu are available outside the OSA.

To place an order, call JCU Catering at 216-397-3007, or stop by the JCU Catering office located in the Underground.

It is strongly suggested that student organizations sponsoring a larger or more formal on-campus affair that calls for catering beyond snacks and drinks (i.e. an induction dinner) use JCU Catering. Organizations planning any such function to take place in the D.J. Lombardo Student Center are required by contract to use JCU Catering. To consult with a JCU Catering representative or to place your order, call (216) 397-3007, stop by the JCU Catering office located in the Underground, or view the CaterTrax online ordering system by visiting www.johncarroll.catertrax.com.

Van Fleet Policy & Procedures

University Van Fleet Policy & Procedures

Only drivers who have gone through the Van Fleet Certification Process are permitted to reserve and operate any of the five vans that are for official University activities only and reserved through the Office of Student Activities (OSA). All vans have a 120-mile round-trip range of travel.

Van Fleet Certification Process – The following is the process to become a certified driver:

- Download or obtain a hard copy of the "Van Fleet Policies & Procedures" packet from the OSA (available in Suite 201 of the Lombardo Student Center or online at http://sites.jcu.edu/studentactivities/pages/services/van-fleet/
- Within this packet is a step-by-step list of required initial items to become a certified driver and continue with the certification process. Complete and/or obtain the necessary materials in the aforementioned packet and submit them to the OSA.
- Take the online certification safety course, and pass the accompanying online test. A score of 100% must be achieved to move forward; you have the ability to take the test twice to achieve this score. If it takes more than twice to successfully pass the test, there is an automatic two-month waiting period prior to being able to take the driving test. Bring your "Certificate of Completion" from the online course to the driving test. After the certificate is presented to an OSA staff person, then and only then can the person can sign-up for the in-van rest.
- Upon passage of the online test, sign up with the OSA to take the driving test.
- Upon passage of the driving test, you are an officially certified driver! If the in-van test is NOT passed, there is a two-month waiting period before the person can re-test.

Van Fleet Certification Renewal Process – To maintain "certified" status it is necessary to, at the start of every academic year, submit an updated Motor Vehicle Report (MVR) and photocopy of your valid state driver's license to the OSA. No drivers will be permitted to request and operate a van until these materials have been submitted on an annual basis.

Van Fleet Fee Structure – Anyone wishing to become a certified driver must pay $10 in cash (exact change) or check (payable to John Carroll University), for the required online certification safety course and test. This is due prior to taking the online course. This fee is waived for Resident Assistants and Center for Service and Social Action student employees.

- Vans reserved by departments, offices, or groups that are not recognized student organizations or resident assistants taking their floors, will be assessed a fee for using university vans. The charge for up to 4 hours (half-day) is $30 and the charge for between 4 and 8 hours (full day) is $60. These fees will be charged, upon return to campus after using the van(s), to the appropriate organization code given at the time of van request and reservation.
- Organizations, departments, offices, or groups that reserve and operate any van that is involved in an accident or is damaged in any way will be held liable and are subject to paying up to a **$1,000 deductible** through a process conducted by the Risk Management Office and the JCU conduct process.

Van Fleet Policy & Procedures (cont.)

Van Fleet Reservation Process - Any JCU certified driver may request and reserve a van. To do so, pick up the JCU Van Fleet Request Form outside the Office of Student Activities on the second floor of the Lombardo Student Center. Complete this form in its entirety and return to the OSA during normal business hours, Monday through Friday, 8:30 a.m. to 5 p.m. Once submitted, the staff member in the OSA will ensure that the form is completed properly, the driver is certified, and that there is a van available for use at the requested time. Due to increased usage, vans cannot be guaranteed to be available at any given time. A van is not reserved until the form has been submitted, signed by the staff member, and a yellow copy of the request form has been given to the requestor, along with a blank passenger log. **The person who will be driving the van needs to be van certified by the OSA AND needs to be the one to sign off on the form before it is turned in.** Please observe the following guidelines when reserving vans:

- One form has to be completed for each van being requested and must be signed by the certified driver.
- No more than two vans can be requested per organization/group/department per day.
- Vans are not permitted to leave campus overnight, unless accompanied by a van-certified advisor or coach. The maximum trip length is one night, and vans must be returned on the second day no later than 11 a.m.
- Vans are not permitted to be driven through the night; driving must cease at midnight and can resume at sunrise. All passengers MUST lodge in a hotel/motel. Sleeping in the van at a rest area is not permissible.
- All vans have a 120-mile range round-trip. Other arrangements for transportation should be made for trips that exceed the 120-mile limit.
- Vans can only be requested for use by student organizations, residence hall floors led by their resident assistant, offices, or departments recognized by the university. No van can be reserved for personal use.
- All passengers must be members of the John Carroll University community.
- Vans are not available to be used when the university is closed, either for regularly scheduled holidays, administrative closures or closures due to inclement weather or other emergencies.

Instructions on how to safely operate the vans, including pre- and post-trip checklists, what to do if involved in an accident, etc., as well as further instructions on certification, are available in the **Van Fleet Policies & Procedures** packet available online at www.jcu.edu/osa/services or in the OSA. For questions, clarifications, and/or other assistance, please contact the Office of Student Activities at (216) 397-4288, or come to the office during normal business hours (8:30 a.m. to 5 p.m.) in Suite 201 of the Lombardo Student Center (above the bookstore).

Conduct/Disciplinary Actions

Process

Student organizations that violate University, Office of Student Activities, or Student Union policy will be subjected to the student conduct system. The Student Organization Review Board or Office of Student Activities, after initial review, may refer a case the Dean of Students Office for assignment of a hearing body. The same disciplinary actions as outlined below may be imposed by any hearing body. Other sanctions, where appropriate, may also be imposed. Student organizations can appeal decisions and sanctions only to the Dean of Students.

Disciplinary Actions

Aside from the student conduct process, the Student Organization Review Board and the OSA have the right to issue its own disciplinary actions against a student organization that violates student organization policy. SORB will ask the implicated student organization's officers, and other applicable parties, to attend the next SORB meeting, at which time the Vice President for Student Organizations will inform the organization of its infraction(s). The officers are given the opportunity to respond to the allegation and SORB will deliberate and issue any disciplinary action(s) as necessary. SORB will consult with the Office of Student Activities and with the Dean of Students' Office, if needed regarding such actions.

The following disciplinary actions may be imposed by SORB, the OSA, or a hearing body. Written notification of any such action will be provided to the student organization and copied to the University's file.

- **Funding Limitations –** Limitations regarding access to SOBB funding for a certain period of time.
- **Social Probation –** Limitations on planning social events for a particular period of time.
- **University Warning –** Given as a warning that further misconduct will not be tolerated.
- **Fines –** Will be appropriate to the violation.
- **Restitution –** Payment required of a student or student organization engaged in theft, misuse, damage, or destruction of institutional, group, or private property.
- **Limitation of Activities or Access –** Limitations on activities or access to certain services or privileges for a specified time period if found in the best interest of the student organization or the University.
- **Required Counseling or Advising –** It may be important for the rehabilitation or development of a student organization and its members to engage in advising or counseling.
- **Community Work Hours –** Enables a student organization to reflect upon inappropriate behavior, learn new information, and/or educate other students so they do not find themselves in similar circumstances.
- **Probation –** Formal notice to a student organization that the activity in question is unacceptable and, if continued, will result in likely suspension or expulsion from John Carroll University. This could include additional restrictions such as the loss of all privileges of a student organization, inability to perform/compete in the name of the University, etc.
- **Definite Suspension –** The student organization will cease to operate for a specified, definite period of time.
- **Indefinite Suspension –** The student organization will cease to operate for an unspecified period of time, most likely until after the last of its original members departs from the University.
- **Termination –** The student organization will be permanently removed from the university community, ineligible for re-registration. This is the most severe disciplinary action.

If the student organization in question has a local, regional, or national governing affiliation, the OSA will consult with a representative of that organization as to whether additional or different disciplinary actions should be imposed. Any questions about the conduct process or disciplinary actions should be referred to the Office of Student Activities.

Forms

The following is a list and brief explanation of several of the forms used by student organizations. These are available online at www.orgsync.com. The forms in blue font are located under "Tools: Forms" and can be submitted electronically. All others are located under "Media: Files" and can be downloaded, completed, printed, and processed.

Recognition and Transition

- **Request for Student Organization Petition** – Used to request that a group students be allowed to start a student organization. Approval of this form gives the group "petitioning privileges" as explained on the form.

- **Application for Organization Recognition** – Used by petitioning groups to apply for registered and recognized status through the Office of Student Activities. This must be submitted along with the organization's constitution to the Student Union.

- **Officer Transition Form** – Used to complete the annual online registration process for every recognized student organization. (submit electronically)

- **Student Organization Registration Form** – Used to complete the renewal process for organizations every September (submit electronically).

Request Forms

- **Apparel & Promotional Item Approval Request Form** – Used to approve any apparel item (T-shirt, etc.) or other promotional item (cups, Frisbees, etc.) before it goes to print. (submit electronically)

- **Collaboration (Co-Sponsoring) Form** Used to document and track the collaboration effort for event planning that two or more organizations, departments, or entities develop.

- **Driver Certification Request Form** – Used to begin the van fleet certification process. This form must be submitted to the Office of Student Activities along with a copy of the driver's license, motor vehicle record, and minimal required certification fee.

- **Demonstration Form** – Used by students contemplating demonstration or similar activities in order to make their intentions known to the dean.

- **Event Report/Summary Form** – Used to give feedback about the successes and challenges of an event following its conclusion, to be submitted to the OSA by two weeks following the event. (submit electronically)

- **Request for Facility Use Form** – Used to request and seek approval to reserve a facility on campus, including classrooms, conference rooms, the Underground, athletic facilities, and auditoriums for an event/activity. This form must be submitted online through www.orgsync.com. See page 51 of this guide for details of this process. (submit electronically).

- **Fundraising Approval Request Form** Used to seek approval for an organization's fundraiser or fundraising event to make sure it is in line with university fundraising, gambling, and solicitation policies as well as to coordinate timing of the event.

- **Hotel Policy Form** – Used to inform and approve an organization's function to be held in any part of a hotel property. This form must be completed in its entirety and submitted to the OSA at least 14 days in advance of the event.

- **Publicity Request Form** – Used to approve special publicity requests, including atrium windows, sidewalk chalking, floor publicity, napkin holders, mailbox stuffers, outdoor staking/signs, or special demonstrations/presentations. (submit electronically)

- **Social Event Planning & Notification Form** – Used to inform and approve an organization's social function that involves alcohol. This form must be completed in its entirety and submitted to the OSA at least 14 days in advance of the event.

- **Solicitation Approval Request Form** – Used to approve requests for organizations to seek funding and/or monetary donations from external sources. This form must be completed fully and submitted to the OSA along with a list of every individual or entity the organization intends to solicit.

- **Sound System Request Form** – Used to request and reserve the SUPB-owned sound system - only for official university activities and student organization sponsored events. The requester must be a trained operator of the equipment before requesting to use it. Sign up to get trained in the OSA.

- **Student Policies regarding the use of University Retreat Facilities** – Used to inform student organizations of the policies in place for the reservation of the University's two retreat facilities, Thornacres and Carrollodge. his also includes a reservation form and advisor responsibility form. Reservations are managed through the Office of the Vice President for Student Affairs, located in Suite 03 of the Lombardo Student Center.

- **Van Fleet Request Form** – Used for certified drivers to request a university-owned van that is managed through the OSA. *Note that this form is just a sample - you can obtain a usable form in the OSA.

Financial Forms

- **The Operating Fund Request form** – used to support the internal functions of the organization, such as office supplies, binders for the organizations' executive board, and printing supplies, such as flyers to advertise meetings. Organizations can only request up to $100 per semester from the Operating Fund and the cap of the fund is $5,000.

- **The Programming Fund Request Form** – used for supplies, food, decorations, tickets, publicity, performance fees, or other expenses incurred while planning, promoting, and staging an event or program open to all students of John Carroll University. This fund has a cap of $30,000 and is the largest fund in order to encourage the best use of the student activity fee (SAF) for the largest number of students.

- **The Travel Fund Request Form** – used for conference/registration fees, transportation, mileage, accommodations, meals, and other expenses incurred during a trip sponsored by an organization. This fund has a cap of $15,000.

- **The Service Fund Request Form** – used for supplies, food, publicity, or other expenses in connection with a service project designed to benefit those other than members of the JCU community. Use of this form and monies from the Service Fund are open to all student organizations, not just those whose sole purpose is service work. This fund has a cap of $5,000.

- **Interactive Multi-Voucher Form** – Used to withdraw funds from either an organization's savings or LSO account in order to receive reimbursement for an expense. A step-by-step diagram of how to complete this form is also available on the student organizations website. The form should be submitted within thirty (30) days of the date in which the expense was incurred and should be accompanied by appropriate documentation of the expense (cash register receipt, corporate invoice, etc.).

Examples, Resources, and Handouts

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20 Tips for Advisors to Increase Organizational Productivity

1. Know what the students expect of you as an advisor.

2. Let the group and individual members know what you expect of them.

3. Express a sincere interest in the group and its mission. Stress the importance of each individual's contribution to the whole.

4. Assist the group in setting realistic, attainable goals. Ensure beginning success as much as possible, but allow the responsibility and implementation of events to lie primarily with the organization.

5. Have the goals or objectives of the group firmly in mind. Know the purposes of the group and know what things will need to be accomplished to meet the goals.

6. Assist the group in achieving its goals. Understand why people become involved. Learn strengths and emphasize them. Help the group learn through involvement by providing opportunities.

7. Know and understand the students with whom you are working. Different groups require different approaches.

8. Assist the group in determining the needs of the people the group is serving.

9. Express a sincere interest in each member. Encourage everyone to be responsible.

10. Assist the members in understanding the group's dynamics and human interaction. Recognize that, at times, the process is more important than the content.

11. Realize the importance of the peer group and its effect on each member's participation or lack thereof. Communicate that each individual's efforts are needed and appreciated.

12. Assist the group in developing a system by which they can evaluate their progress. Balance task orientation with social needs of members.

13. Use a reward system and recognition system for work well done.

14. Develop a style that balances active and passive group membership.

15. Be aware of the various roles that you will have: clarifier, consultant, counselor, educator, facilitator, friend, information source, mentor, and role model.

16. Do not allow yourself to be placed in the position of chairperson.

17. Be aware of institutional power structure—both formal and informal. Discuss institutional developments and policies with members.

18. Provide continuity for the group from semester to semester (not mandatory but encouraged).

19. Challenge the group to grow and develop. Encourage independent thinking and decision-making.

20. Be creative and innovative. Keep a sense of humor!

Office of Student Leadership Development Programs at East Carolina University. (Adapted from M.J. Michael).

Sample Student Organization Constitution and Bylaws

(Please modify to meet your organization's needs or develop your own)

GUIDELINES FOR CONSTITUTIONS

The following outline and questions are designed to help write a constitution for an organization. The constitution should contain statements concerning enduring aspects of the organization. Items that are subject to frequent revision should be included in the bylaws.

PREAMBLE

This section should be a statement of the group's establishment and purpose of the Constitution. The preamble should contain the name of the organization.

ARTICLE I. Name

Section 1. What is the exact title to be used in addressing this organization? Please note, John Carroll University may not be used in the title.

ARTICLE II. Purpose

Section 1. What is the purpose? Is it fostering a broad educational goal? Is it a social, cultural, or political aim? Why was the group founded?

Section 2. This section should be a statement of the group's willingness to abide by established college policies.

ARTICLE III. Membership

Section 1. Who is eligible for membership? Are there any restrictions? How does one become a member? How are members identified?

Section 2. Voluntary withdrawal of membership may be provided for.

Section 3. Nondiscrimination clause should be provided for and include the following: race, color, creed, sex, or sexual orientation.

ARTICLE IV. Officers

Section 1. How many officers are there? What are their titles and duties? Will the officers constitute an executive committee? Description of any standing committees should be included, probably in the bylaws.

ARTICLE V. Operations

Section 1. How are officers elected? What type of ballot? When are they elected, and for what period? Who is eligible for office? When do officers assume office? How may officers be removed? Clarify the role of the advisor.

ARTICLE VI. Finances

Section 1. How will the organization finance its activities? Will the organization submit budgets to the SOBB?

ARTICLE VII. Amendments

Section 1. How are amendments to be proposed and by whom? Should there be a delay before voting on amendments? How are the amendments to be voted upon?

Sample Student Organization Constitution and Bylaws

(Please modify to meet your organization's needs or develop your own)

BYLAWS

Bylaws are intended to deal with the day-to-day rules governing the organization. These might have to change in order to accommodate new conditions or circumstances. Hence, they should be reviewed and updated at least annually.

1. **Meetings:** Stipulate the frequency of meetings, possibly the day of the week, and even the time and location.

2. **Officers:** List any additional duties or responsibilities assigned to the various officers, which have not already been covered in the constitution.

3. **Committees:** Name any standing committees and the method to be used for selecting chairperson and committee members. State the duties and responsibilities of these committees. (Consider composition, appointment, function, power, duties, membership, financing, and publicity).

4. **Financial:** Provide for initiation fees, dues, and other assessments (if any); also details regarding delinquencies.

5. **Elections:** State all elections rules and procedures not already covered in the constitution. Be sure to include procedures for filling vacancies and procedures for voting.

6. **Amendment of Bylaws:** Stipulate the method for amending the bylaws. The requirements for amending the bylaws should not be as great as those for amending the constitution.

Information provided by Christine McDermott, Director of Student Activities, Wesley College.

Advisor's Self-Evaluation Checklist

Please answer the following questions as they relate to your role as a student organization advisor. Fill in the blanks in front of each question using the following scale:

5 = all the time 4 = most of the time 3 = some of the time 2 = almost never 1 = never

_____ I actively provide motivation and encouragement to members.

_____ I know the goals of the organization.

_____ I know the group's members.

_____ I attend regularly scheduled executive board meetings.

_____ I attend regularly scheduled organizational meetings.

_____ I meet regularly with the officers of the organization.

_____ I attend the organization's special events.

_____ I assist with the orientation and training of new officers.

_____ I help provide continuity for the organization.

_____ I confront the negative behavior of members.

_____ I understand the principles of group development.

_____ I understand how students grow and learn.

_____ I understand the principles that lead to orderly meetings.

_____ I have read the group's constitution and bylaws.

_____ I recommend and encourage without imposing my ideas and preferences.

_____ I monitor the organization's financial records.

_____ I understand the principles of good fundraising.

_____ I understand how the issues of diversity affect the organization.

_____ I attend conferences with the organization's members.

_____ I know the steps to follow in developing a program.

_____ I can identify what members have learned by participating in the organization.

_____ I know where to find assistance when I encounter problems I cannot solve.

Advisor/Student Evaluation and Feedback Tool

Please take 15 to 20 minutes to share your thoughts on the questions and statements listed below. Your feedback is valuable to my professional development.

Please use a scale of 5-1 to rate your answers, 5 being the best score.

1) I am satisfied with the amount of time our advisor spends with our group. 5 4 3 2 1

Comments:

2) I am satisfied with the quality of time our advisor spends with our group. 5 4 3 2 1

Comments:

3) I am satisfied with the amount of information our advisor shares with our group. 5 4 3 2 1

Comments:

4) I am satisfied with the quality of information our advisor shares with our group. 5 4 3 2 1

Comments:

5) Our advisor is familiar with the goals of our group. 5 4 3 2 1

Comments:

6) Our advisor advises our group in a way consistent with our goals. 5 4 3 2 1

Comments:

7) Our advisor adjusts his/her advising style to meet our needs. 5 4 3 2 1

Comments:

8) Our advisor is a good listener. 5 4 3 2 1

Comments:

9) Our advisor understands the dynamics of our group. 5 4 3 2 1

Comments:

10) Our advisor role models balance and healthy living. 5 4 3 2 1

Comments:

11) Our advisor challenges me to think. 5 4 3 2 1

Comments:

12) Our advisor allows me room to make and execute decisions. 5 4 3 2 1

Comments:

Additional Comments (use the back of this sheet if necessary):

Roles of an Advisor

Mechanic	Knows how to fix and fine tune
Psychic	Can read people's minds
Gambler	Willing to take risks
Musician	Keeps things in harmony
Analyst	Figures out all the angles
Diplomat	Knows what to say when
Disciplinarian	Confronts the people
Caretaker	Always aware of feelings
Mediator	Has to sit in the middle
Actor/Actress	Plays all the parts well
Counselor	Has a listening ear
Architect	Makes the plans and foundation
Soldier	Knows what battles to fight
Administrator	Takes care of the paperwork
Gopher	When no one else will do it
Quality Control	Makes sure performance is up to par
Friend	There for support
Devil's Advocate	Looks at all sides
Teacher	Leads by example
Author	Who else write all those memos?!
Juggler	Handles more than one thing at a time
Motivator	Gotta keep them going
Navigator	Can get people from one point to another
Gardener	Helps others grow
Lawyers	Knows the liabilities
Auditor	Knows financial status

From Schreiber, V. and Pfleghaar, E. "Supervising vs. Advising", UMR-ACUHO, 1999.

Advisor's Agreement Worksheet

This worksheet can be a means of communicating expectations of the organization-advisor relationship. Both the advisor and officers of your organization should review each item. Organization members check off what you expect from the advisor in the "Org" column. Organization advisor(s) should check off those items he/she feels are appropriate for him/her to fulfill in the "Adv" column. From this, both parties can come to agreement.

The Advisor agrees to …	**Org**	**Adv**	**Agree**
Attend all general meetings of the organization			
Attend all officer meetings			
Call meetings of the officers when deemed necessary			
Explain University policies where appropriate			
Explain University policy to the membership once a year			
Help the president prepare the agenda before each meeting			
Serve as parliamentarian to the group			
Speak up during discussion when you feel the group is about to make a poor decision			
Be quiet during general meetings unless called upon			
Provide resources and ideas to the group			
Take an active part in formulating goals for the group			
Act as a member of the group, except in voting and holding office			
Receive a copy of all correspondence			
Request the treasurer's books at the end of each semester			
Keep the official files in her/his office			
Let the group work out its problems, including making mistakes			
Request a written evaluation at the end of each semester			
Cancel any activities that you believe have been inadequately planned			
Approve all candidates for office in terms of scholastic standing; periodically check their GPA's			
Take an active part in officer transition and training			
Represent the group in any conflict with members of the University			
Mediate conflicts as they arise			
Veto a decision when it violates a bylaw or constitution			
Keep the group aware of its stated goals; purpose and objectives			

Waiver and Release of Liability

John Carroll University

WAIVER AND RELEASE OF LIABILITY

ADULT PARTICIPANT

I hereby certify that I am over the age of eighteen and by my signature below, I hereby declare John Carroll University (JCU), it's officers, agents, employers, and successors, free from any and all liability, not caused directly by negligence of JCU or its representatives, arising out of or in any way related to my participation in the _____ (NAME OF EVENT)_____. The group will on _____(TIME/DATE)_____ and return to the JCU Campus on _____(DATE)_____.

I understand that this is a voluntary trip/activity and as with any such trip/activity there will be risks involved with these activities. I hereby accept these risks.

TRANSPORTATION

I understand that the University is providing **transportation by University vehicle to and from Cleveland Hopkins Airport, and commercial airline flights to and/from Memphis, TN**. (fill in appropriate information). I accept the associated risks with these types of transportation.

FACULTY/STAFF SUPERVISION

I understand that University faculty and/or staff will be accompanying me on this trip and that I must comply with University policies concerning alcohol and drug use, vehicle use, student misconduct, smoking, principles of academic freedom, policy on sexual harassment, etc., just as I would on campus. I accept this responsibility.

MEDICAL RELEASE/WAIVER

If I require medical care while participating in the activities of this trip, I authorize JCU through its employees or agents to contact the individuals on the back of this waiver. If this is not possible, I authorize JCU through its employees or agents to summon emergency medical care or take me to the nearest medical facility for purposes of receiving medical care with the understanding that I will not hold JCU, or it employees, agents or representatives responsible for the actions of the agents, representatives or employees of the medical facility and that I will assume any and all responsibility for payment of the same. My medical insurance information is listed on the back of this form.

_____ _____

Participant (print name) Date

_____ _____

Participant (signature) Date

JCU Medical Emergency Information Form

PARTICIPANT INFORMATION	
Your Name	
Permanent Address	
Birth Date	

PRIMARY EMERGENCY CONTACT			
Name			
Address			
Relationship			
Home Phone		Cell Phone	

SECONDARY EMERGENCY CONTACT			
Name			
Address			
Relationship			
Home Phone		Cell Phone	

MEDICAL INSURANCE INFORMATION	
Insurance Company	
Policy Number	
Group Number	
Subscriber's Name	
Primary Physician	
Phone Number	

EMERGENCY MEDICAL INFORMATION PLEASE DESCRIBE ANY MEDICAL CONDITIONS OR PREVIOUS MEDICAL HISTORY THAT YOU WOULD LIKE MEDICAL PERSONNEL TO BE KNOWLEDGEABLE OF IN AN EMERGENCY SITUATION (AN ADDITIONAL SHEET OF PAPER CAN BE ATTACHED TO THIS SHEET IF NECESSARY)

Contact Information

The names, titles, and contact information below is for the 2012 calendar year. Should problems be encountered while attempting to contact any of the below individuals or offices, please inform the OSA.

Student Organization Review Board

Bill Cook, Vice President for Student Organizations	wcook13@jcu.edu
Coordinator for Organization Devpmt & Communication	TBA
Charles Trouba, Vice President for Business Affairs	ctrouba13@jcu.edu
Auditor for Student Organizations	TBA

Student Union Executive Board

Greg Petsche, President	gpetsche13@jcu.edu
Steve Palmieri, Executive Vice President	spalmieri14@jcu.edu
Charles Trouba, Vice President for Business Affairs	ctrouba13@jcu.edu
Joe Hayek, Vice President for Judicial Affairs	jhayek13@jcu.edu
Bill Cook, Vice President for Student Organizations	wcook13@jcu.edu
Taylor Horen, Vice President for Programming	thoren13@jcu.edu
Lizzie Trathen, Vice President for Communications	etrathen13@jcu.edu

Office of Student Activities

Lisa Ramsey, Director	lramsey@jcu.edu
Holly Mittelmeier, Assistant Director	hmittelmeier@jcu.edu
Janet Paradise, Administrative Assistant	jparadise@jcu.edu
Angela Weimer, Graduate Assistant (Student Organizations)	aweimer13@jcu.edu
Sheila Weaver, Graduate Assistant (SUPB)	sweaver14@jcu.edu

Office/Department Phone & Website Directory

Athletics	x4416	www.jcu.edu/athletics
Bookstore	x4411	www.jcu.bkstr.com
Campus Min.	x4717	www.jcu.edu/campusministry
Campus Safety Services	x4600	www.jcu.edu/css
Carroll News	x4398	www.wjcu.org/cn
Copy Center	x4670	www.jcu.edu/fas
Counseling Services	x4293	www.jcu.edu/counseling
Dean of Students	x3010	www.jcu.edu/deanofstudents
Dev. Programming	x1973	www.jcu.edu/deanofstudents
Facilities Scheduling	x4316	www.jcu.edu/fas
Facilities Services	x4760	www.jcu.edu/fas/facilities
Fraternity & Sorority Life	x4288	www.jcu.edu/greeks
Information Services	x3005	www.jcu.edu/is
Instructional Media Services	x4710	www.jcu.edu/ims
JCU Catering	x3007	www.johncarroll.catertrax.com
JCU Dining	x4552	www.jcu.edu/dining
Mail Center	x4680	www.jcu.edu/fas
Recreation Desk	x1610	www.jcu.edu/recreation
Residence Life	x4408	www.jcu.edu/reslife
Student Activities	x4288	www.jcu.edu/osa
Student Union	x4230	www.jcu.edu/su
Vice Pres for Stud Affairs	x4213	www.jcu.edu/vpsa

Additional Resources

Advising Student Groups and Organizations by Dunkel and Shuh

Astin, A.W. (1984). Student involvement: A developmental theory for higher education. *Journal of College Student Personnel,* 25, 297-308.

Hovland, M., Anderson, E., McGuire, W., Crockett, D., Kaufman, J., and Woodward, D. (1997) *Academic Advising for Student Success and Retention.* Iowa City, IO: Noel-Levitz, Inc.

Floerchinger, D. (1992) Enhancing the role of student organization advisors in building a positive campus community. *Campus Activities Programming,* 26(6), 39-46.

Johnson, D.W. and Johnson, F.P.(1991). *Joining Together Group Theory and Group Skills.* Needham Heights, MA: Allyn and Bacon.

Lorenz, N. and Shipton, W. (1984). A Practical Approach to Group Advising and Problem Solving. A Handbook for Student Group Advisors. Schuh, J.H. (Ed.). American College Personnel Association.

Greenwell, GNA. (2002). Learning the rules of the road: A beginning advisor's journey. Campus Activities Programming, 35 (2), 56-61.

Vest, M.V. (2002). Years of experience are not enough: Seasoned advisors must continually adapt. Campus Activities Programming, 35(2), 62-66.

Dunkel, N.W. and Schuh, J.H. (1997). Advising student groups and organizations. San Francisco, CA: Jossey- Bass.

Online Resources

Student Organization Advising Resources Online

http://ul.studentaffairs.duke.edu/soar/index.html

http://www.wileyeurope.com/WileyCDA/WileyTitle/productCd-0787910333.html

http://www.isu.edu/stdorg/lead/manual/advisor.html

http://www.bgsu.edu/offices/sa/getinvolved/advising.pdf

Icebreakers and Team builders Online

http://www.mindtools.com/

http://www.byu.edu/tma/arts-ed/home/games.htm

http://www.ag.ohio-state.edu/~bdg/

http://www.residentassistant.com/games/teambuilders.htm

http://www.residentassistant.com/games/namegames.htm

http://www.residentassistant.com/games/icebreakers.htm